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# **MERC Commission Meeting**

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July 6, 2011  
12:30 pm

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Oregon Convention Center  
Room A 107-08

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600 NE Grand Ave.  
Portland, OR 97232  
503-797-1780

[www.oregonmetro.gov](http://www.oregonmetro.gov)

# Metro | *Exposition Recreation Commission*

## *Agenda*

Meeting: Metro Exposition Recreation Commission Regular Meeting  
Date: Wednesday July 6, 2011  
Time: 12:30 – 2:30 pm  
Place: Oregon Convention Center, Meeting Room A 107-08

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### CALL TO ORDER

- |              |            |   |                                |
|--------------|------------|---|--------------------------------|
| <b>12:30</b> | <b>1.</b>  | <b>QUORUM CONFIRMED</b>   |                                |
| <b>12:35</b> | <b>2.</b>  | <b>COMMISSIONER/EX OFFICIO COMMUNICATIONS</b>   |                                |
| <b>12:45</b> | <b>3.</b>  | <b>GENERAL MANAGER COMMUNICATIONS</b>   | <b>Teri Dresler</b>            |
|              | <b>3.1</b> | May 2011 Financial Report   |                                |
| <b>12:50</b> | <b>4.</b>  | <b>MERC VENUES' BUSINESS REPORTS</b>  | <b>Blosser/Williams/Bailey</b> |
| <b>1:00</b>  | <b>5.</b>  | <b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b>   |                                |
| <b>1:05</b>  | <b>6.</b>  | <b>CONSENT AGENDA</b>   |                                |
|              | <b>6.1</b> | May 17, 2011 MERC Commission Record of Actions  |                                |
|              | <b>6.2</b> | June 1, 2011 MERC Commission Record of Actions  |                                |
| <b>1:10</b>  | <b>7.</b>  | <b>ACTION AGENDA</b>  |                                |
|              | <b>7.1</b> | <b>Resolution 11-16</b> for the purpose of approving a contract with Starplex Corporation for Peer Group Security for Portland Expo Center and Portland Center for the Performing Arts. | <b>Joe Durr</b>                |
|              | <b>7.2</b> | <b>Resolution 11-18</b> for the purpose of adopting changes to the MERC Personnel Policies  | <b>Mary Rowe</b>               |
| <b>1:25</b>  | <b>8.</b>  | <b>EXECUTIVE SESSION</b> - for the purpose of conducting deliberations with persons designated by the governing body to carry on labor negotiations pursuant to ORS 192.660(2)(d).      | <b>Mary Rowe/Jeff Blosser</b>  |

### ADJOURN

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# **MERC Commission Meeting**

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July 6, 2011  
12:30 pm

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3.1 - May 2011 Financial  
Reports

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MAY 2011

# FINANCIAL INFORMATION

*For Management Purposes only*



Date: 06/24/11

To:

Commissioner Judie Hammerstad, Chair  
Commissioner Elisa Dozono, Vice Chair  
Commissioner Chris Erickson, Secretary/Treasurer  
Commissioner Ray Leary  
Commissioner Cynthia Haruyama  
Commissioner Terry Goldman  
Commissioner Karis Stoudamire-Phillips

From: Julia Fennell – Controller, and Cynthia Hill – Budget Manager

Re: MERC Financial Information for the 11 months ended May 2011

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Enclosed please find the monthly financial report for the Metropolitan Exposition Recreation Commission, with detail by venue and department. This report provides current month and year-to-date financial information. It is intended to be used as a management tool for directors, the General Manager, Metro COO, and the MERC Commission. This report omits substantially all disclosures required by generally accepted accounting principles.

Total MERC revenues are expected to end the year close to budget and greater than prior year.

The Oregon Convention Center (OCC) is experiencing a strong year enhanced by the recent booking of two corporate events, Intel, a five day event in May and a Nike Event in June. OCC sales are greater than prior year and budget due to stronger than expected convention attendance and spending.

Expo Center operating revenues are greater than prior year, however less than original budget projections. The Expo Center through cost containment efforts should end the year close to their budgeted net of operations. The FY 10-11 budget includes \$200,000 in one-time costs for the Expo Master Plan update and implementation of several of the Portland State University Study (PSU) recommendations.

Portland Center for Performing Arts (PCPA) operating revenues are flat compared to prior year, however revenues are less than budget. This is largely due to facility rental revenue falling below original budget projections. Operating costs are less than budget and several projects have been delayed which off-sets the reduced revenue.

Administration is projected to end the year under budget and the savings will be credited back to the venues.

The attached sheets provide the financial highlights at each Venue and a prior year and budgetary overview.

# FINANCIAL HIGHLIGHTS

## REVENUE

### OPERATING

- **MERC** overall revenue is better than prior year by 6% or \$1.6 million and better than budget by 1% or \$465 thousand. Food and Beverage (F&B) is better than budget by 4% or \$479 thousand and 6% better than prior year by \$650 thousand.
- **Expo** overall revenue is better than prior year by 1% or \$29 thousand. The largest event of the period was the Northwest Fire & Rescue Expo generating approximately \$69 thousand, of which F&B generated approximately \$49 thousand.
- **OCC** is better than prior year by 11 or \$1.8 million and better than budget by 8% or \$1.4 million. The highest accrued revenue generating event was the American Petroleum Institute – International Oil Spill Conference for approximately \$569 thousand, of which F&B generated approximately \$312 thousand. F&B revenue is better than prior year by 10% or \$838 thousand and better than budget by 5% or \$484 thousand.
- **PCPA** is less than prior year by 3% or \$180 thousand and less than budget by 9% or \$707 thousand. F&B is better than budget by 12% or \$170 thousand. The highest event revenue generator for the period was Riverdance for approximately \$96 thousand of which Admission & User Fee generated approximately \$29 thousand.

### **NON – OPERATING**

- Transient Lodging Tax (TLT) is better than prior year to date by 19.072% which equals \$1.2 million.
- The PCPA yearly appropriation from the City of Portland is approximately \$767 thousand.

## EXPENDITURES

### OPERATING

- **MERC** overall expenditures are higher than prior year by 2% or \$601 thousand and less than budget by 5% or \$1.99 million.
- **Expo** overall expenditures are higher than prior year by 7% or \$234 thousand and less than budget by 7% or \$327 thousand. F&B expenditures are higher than prior year by 11 % or \$138 thousand and higher than budget by 3% or \$38 thousand.
- **OCC** is greater than prior year by 5% or \$955 thousand and less than budget by 2% or \$546 thousand. F&B is higher than prior year by 7% which is approximately \$475 thousand.
- **PCPA** is less than prior year by 6% or \$494 thousand and budget by 7% or \$660 thousand. F&B is less than prior year by 8% or \$116 thousand.

### **NON – OPERATING**

- Expo has paid 100% or \$1.189 million of the budgeted Debt Service.
- MERC has paid Metro Support Service & Risk Management \$2.3 million of the budgeted amount of \$2.5 million or 93%.

Metropolitan Exposition-Recreation Commission  
**MERC Statement of Activity with Annual Budget**  
**All Departments**  
**May 2011**

	Current Month Actual	Current Year to Date Actual	Prior Year to Date Actual	% of Prior Year	2010-11 Adopted Budget	% of Annual Budget
	May-11	May-11	May-10		May-11	92%
<b>Operating</b>						
Revenue	1,521,682	16,898,294	15,956,658	106%	18,481,869	91%
Revenue - Food and Beverage	1,583,490	12,403,285	11,753,658	106%	13,030,716	95%
<b>Total Operating Revenue</b>	<b>3,105,172</b>	<b>29,301,579</b>	<b>27,710,315</b>	<b>106%</b>	<b>31,512,585</b>	<b>93%</b>
Costs - Food and Beverage	1,217,128	10,174,162	9,677,301	105%	10,672,641	95%
Personal Services	1,432,020	15,817,544	15,372,465	103%	17,989,676	88%
Goods & Services	604,398	6,127,324	6,443,037	95%	8,203,986	75%
Marketing	218,280	2,401,080	2,426,081	99%	3,037,090	79%
<b>Total Operating Expenses</b>	<b>3,471,826</b>	<b>34,520,110</b>	<b>33,918,884</b>	<b>102%</b>	<b>39,903,393</b>	<b>87%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(366,653)</b>	<b>(5,218,532)</b>	<b>(6,208,569)</b>	<b>84%</b>	<b>(8,390,808)</b>	<b>62%</b>
<b>Non Operating</b>						
	(0)	-	(0)		-	
Transient, Lodging Tax	1,191,268	7,309,759	6,139,238	119%	10,558,553	69%
Government Support City of Portland	767,019	767,019	766,100	100%	756,907	101%
Non-Operating Revenue	13,557	128,898	205,107	63%	294,773	44%
Non-Operating Expense	-	2,500	2,780	90%	2,500	100%
	<b>1,971,844</b>	<b>8,203,176</b>	<b>7,107,665</b>	<b>115%</b>	<b>11,607,733</b>	<b>71%</b>
<b>Support and Risk Management</b>						
MERC Administration	0	-	-	-	-	-
Metro Support Services	166,099	1,827,089	1,858,681	98%	1,993,186	92%
Metro Risk Management	-	499,312	488,571	102%	499,311	100%
	<b>166,099</b>	<b>2,326,401</b>	<b>2,347,252</b>	<b>99%</b>	<b>2,492,497</b>	<b>93%</b>
<b>Net Increase (Decrease)</b>	<b>1,439,091</b>	<b>658,243</b>	<b>(1,448,155)</b>	<b>-45%</b>	<b>724,428</b>	<b>91%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	275,816	1,189,132	1,316,252	90%	1,189,132	100%
<b>Net Transfers</b>	<b>275,816</b>	<b>1,189,132</b>	<b>1,316,252</b>	<b>90%</b>	<b>1,189,132</b>	<b>100%</b>
<b>Net Operations</b>	<b>1,163,275</b>	<b>(530,889)</b>	<b>(2,764,408)</b>	<b>45%</b>	<b>(464,704)</b>	<b>114%</b>
	-	(0)	(0)		-	
<b>Capital</b>						
Capital Outlay	338,591	2,881,823	1,064,269	271%	5,093,214	57%
Goods & Services	-	-	-	-	-	-
Non-Operating Revenue	-	236,267	2,218,425	11%	1,094,592	22%
Transfers to (Expense)	-	-	-	-	120,000	0%
Transfers from (Revenue)	-	475,000	-	-	475,000	100%
<b>Net Capital</b>	<b>(338,591)</b>	<b>(2,170,556)</b>	<b>1,154,156</b>	<b>-188%</b>	<b>(3,643,622)</b>	<b>60%</b>
<b>Fund Balance Inc (Dec)</b>	<b>824,684</b>	<b>(2,701,444)</b>	<b>(1,610,252)</b>	<b>168%</b>	<b>(4,108,326)</b>	<b>66%</b>
	-	(0)	(0)		-	
Food and Beverage Gross Margin	2,800,618	22,577,447	21,430,959		23,703,357	95%
Food and Beverage Gross Margin	23.1%	18.0%	17.7%		18.1%	
Full Time Employees	-	-	-		190.0	
Excise Tax	0	(1,285,439)	(1,444,661)		-	
Taxes as percent of revenue	28%	20%	18%		25%	
<b>Fund Balance</b>						
Beginning Fund Balance		27,089,539	26,619,236		27,089,539	
Fund Balance Inc (Dec)		(2,701,444)	(1,610,252)		(4,108,326)	
<b>Ending Fund Balance</b>		<b>24,388,095</b>	<b>25,008,984</b>		<b>22,981,213</b>	
Unrestricted Fund Balance					1,521,624	
Contingency					933,463	
Stabilization Reserve					620,500	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					12,543,636	
Designated for Phase 3					-	
New Capital/Business Strategy Reserve					5,100,858	
Contingency for HQH					-	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					360,277	
Designated for PERS Reserve - Prior					1,631,545	
Restricted by Contract - Aramark					-	
Restricted by Agreement - TLT					269,310	
<b>Ending Fund Balance</b>					<b>22,981,213</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Portland Exposition Center**  
**May 2011**

	Current Month Actual May-11	Current Year to Date Actual May-11	Prior Year to Date Actual May-10	% of Prior Year	2010-11 Adopted Budget May-11	% of Annual Budget 92%
<b>Operating</b>						
Revenue	129,614	3,376,459	3,363,555	100%	3,766,945	90%
Revenue - Food and Beverage	76,653	1,595,989	1,579,718	101%	1,934,927	82%
<b>Total Operating Revenue</b>	<b>206,266</b>	<b>4,972,448</b>	<b>4,943,272</b>	<b>101%</b>	<b>5,701,872</b>	<b>87%</b>
Costs - Food and Beverage	52,793	1,385,841	1,247,782	111%	1,473,430	94%
Personal Services	103,755	1,284,167	1,272,345	101%	1,501,164	86%
Goods & Services	75,072	1,033,717	949,817	109%	1,430,635	72%
<b>Total Operating Expenses</b>	<b>231,620</b>	<b>3,703,724</b>	<b>3,469,944</b>	<b>107%</b>	<b>4,405,229</b>	<b>84%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(25,354)</b>	<b>1,268,724</b>	<b>1,473,328</b>	<b>86%</b>	<b>1,296,643</b>	<b>98%</b>
<b>Non Operating</b>						
Non-Operating Revenue	2,176	19,782	23,478	84%	53,932	37%
Non-Operating Expense	-	-	-	-	-	-
	<b>2,176</b>	<b>19,782</b>	<b>23,478</b>	<b>84%</b>	<b>53,932</b>	<b>37%</b>
<b>Support and Risk Management</b>						
MERC Administration	20,315	223,460	279,315	80%	243,775	92%
Metro Support Services	14,949	164,439	185,867	88%	179,387	92%
Metro Risk Management	-	75,038	70,743	106%	75,038	100%
	<b>35,264</b>	<b>462,937</b>	<b>535,925</b>	<b>86%</b>	<b>498,200</b>	<b>93%</b>
<b>Net Increase (Decrease)</b>	<b>(58,441)</b>	<b>825,568</b>	<b>960,882</b>	<b>86%</b>	<b>852,375</b>	<b>97%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	275,816	1,189,132	1,176,632	101%	1,189,132	100%
<b>Net Transfers</b>	<b>275,816</b>	<b>1,189,132</b>	<b>1,176,632</b>	<b>101%</b>	<b>1,189,132</b>	<b>100%</b>
<b>Net Operations</b>	<b>(334,257)</b>	<b>(363,564)</b>	<b>(215,750)</b>	<b>169%</b>	<b>(336,757)</b>	<b>108%</b>
<b>Capital</b>						
Capital Outlay Expense	9,046	400,105	62,091	644%	492,000	81%
Non-Operating Revenue	-	3,450	325,000	1%	-	-
<b>Net Capital</b>	<b>(9,046)</b>	<b>(396,655)</b>	<b>262,909</b>	<b>-151%</b>	<b>(492,000)</b>	<b>81%</b>
<b>Fund Balance Inc (Dec)</b>	<b>(343,303)</b>	<b>(760,219)</b>	<b>47,158</b>	<b>-1612%</b>	<b>(828,757)</b>	<b>92%</b>
<b>Food and Beverage Gross Margin</b>	<b>129,446</b>	<b>2,981,830</b>	<b>2,827,500</b>		<b>3,408,357</b>	<b>87%</b>
<b>Food and Beverage Gross Margin %</b>	<b>31.1%</b>	<b>13.2%</b>	<b>21.0%</b>		<b>23.9%</b>	
<b>Full Time Employees</b>					<b>13.3</b>	
<b>Excise Tax</b>	<b>-</b>	<b>(306,728)</b>	<b>(368,160)</b>		<b>-</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		5,644,984	5,745,316		5,644,984	
Fund Balance Inc (Dec)		(760,219)	47,158		(828,757)	
<b>Ending Fund Balance</b>		<b>4,884,765</b>	<b>5,792,474</b>		<b>4,816,227</b>	
Unrestricted Fund Balance					304,624	
Contingency					270,000	
Stabilization Reserve					186,000	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					925,000	
Designated for Phase 3					-	
New Capital/Business Strategy Reserve					2,952,328	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					30,056	
Designated for PERS Reserve - Prior					148,219	
<b>Ending Fund Balance</b>					<b>4,816,227</b>	



**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Oregon Convention Center**  
**May 2011**

	Current Month Actual May-11	Excluding HQH Current Year to Date Actual May-11	Prior Year to Date Actual May-10	% of Prior Year	2010-11 Adopted Budget May-11	% of Annual Budget 92%
<b>Operating</b>						
Revenue	1,004,475	8,183,538	7,253,242	113%	7,900,301	104%
Revenue - Food and Beverage	1,434,444	9,294,989	8,457,041	110%	9,629,150	97%
<b>Total Operating Revenue</b>	<b>2,438,919</b>	<b>17,478,527</b>	<b>15,710,283</b>	<b>111%</b>	<b>17,529,451</b>	<b>100%</b>
Costs - Food and Beverage	1,075,816	7,442,706	6,968,093	107%	7,929,602	94%
Personal Services	772,298	8,042,629	7,755,181	104%	8,923,956	90%
Goods & Services	364,850	3,188,107	2,969,678	107%	3,736,343	85%
Marketing POVA	218,280	2,401,080	2,426,081	99%	3,037,090	79%
<b>Total Operating Expenses</b>	<b>2,431,245</b>	<b>21,074,521</b>	<b>20,119,034</b>	<b>105%</b>	<b>23,626,991</b>	<b>89%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>7,674</b>	<b>(3,595,994)</b>	<b>(4,408,751)</b>	<b>82%</b>	<b>(6,097,540)</b>	<b>59%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	1,064,260	6,530,424	5,252,802	124%	8,700,202	75%
Non-Operating Revenue	4,627	47,257	72,124	66%	99,351	48%
Non-Operating Expense	-	-	3	0%	-	-
	<b>1,068,887</b>	<b>6,577,680</b>	<b>5,324,923</b>	<b>124%</b>	<b>8,799,553</b>	<b>75%</b>
<b>Support and Risk Management</b>						
MERC Administration	126,402	1,390,420	1,508,303	92%	1,516,822	92%
Metro Support Services	93,015	1,023,165	1,003,684	102%	1,116,184	92%
Metro Risk Management	-	283,622	275,033	103%	283,621	100%
	<b>219,417</b>	<b>2,697,207</b>	<b>2,787,020</b>	<b>97%</b>	<b>2,916,627</b>	<b>92%</b>
<b>Net Increase (Decrease)</b>	<b>857,144</b>	<b>284,479</b>	<b>(1,870,848)</b>	<b>-15%</b>	<b>(214,614)</b>	<b>-133%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
Debt Service	-	-	139,620	0%	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>139,620</b>	<b>0%</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>857,144</b>	<b>284,479</b>	<b>(2,010,468)</b>	<b>-114%</b>	<b>(214,614)</b>	<b>-133%</b>
<b>Capital</b>						
Capital Outlay Expense	292,985	1,972,295	652,202	302%	3,518,105	56%
Non-Operating Revenue	-	207,817	1,351,500	15%	626,291	33%
Transfers to (Expense)	-	-	-	-	120,000	0%
Transfers from (Revenue)	-	475,000	-	-	475,000	100%
<b>Net Capital</b>	<b>(292,985)</b>	<b>(1,289,478)</b>	<b>699,298</b>	<b>-184%</b>	<b>(2,536,814)</b>	<b>51%</b>
<b>Fund Balance Inc (Dec)</b>	<b>564,159</b>	<b>(1,004,998)</b>	<b>(1,311,171)</b>	<b>77%</b>	<b>(2,751,428)</b>	<b>37%</b>
<b>Food and Beverage Gross Margin</b>	<b>2,510,260</b>	<b>16,737,695</b>	<b>15,425,134</b>		<b>17,558,752</b>	<b>95%</b>
<b>Food and Beverage Gross Margin %</b>	<b>25.0%</b>	<b>19.9%</b>	<b>17.6%</b>		<b>17.7%</b>	
<b>Full Time Employees</b>					<b>110.3</b>	
<b>Excise Tax</b>	<b>-</b>	<b>(978,383)</b>	<b>(1,075,440)</b>		<b>-</b>	
<b>Taxes as percent of revenue</b>	<b>30%</b>	<b>27%</b>	<b>25%</b>		<b>33%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		11,426,052	10,870,137		11,426,052	
Fund Balance Inc (Dec)		(1,004,998)	(1,311,171)		(2,751,428)	
Fund Balance Inc (Dec) for HQH		-	(4,750)		-	
<b>Ending Fund Balance</b>		<b>10,421,054</b>	<b>9,554,216</b>		<b>8,674,624</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**Portland Center for the Performing Arts**  
**May 2011**

	Current Month <u>Actual</u> May-11	Current Year to Date <u>Actual</u> May-11	Prior Year to Date <u>Actual</u> May-10	% of Prior Year	2010-11 Adopted <u>Budget</u> May-11	% of Annual <u>Budget</u> 92%
<b>Operating</b>						
Revenue	386,969	5,327,528	5,303,085	100%	6,781,123	79%
Revenue - Food and Beverage	72,394	1,512,306	1,716,899	88%	1,466,639	103%
<b>Total Operating Revenue</b>	<b>459,363</b>	<b>6,839,834</b>	<b>7,019,984</b>	<b>97%</b>	<b>8,247,762</b>	<b>83%</b>
Costs - Food and Beverage	88,519	1,345,616	1,461,426	92%	1,269,609	106%
Personal Services	406,461	4,781,323	4,643,508	103%	5,606,405	85%
Goods & Services	144,185	1,638,657	2,154,275	76%	2,331,409	70%
<b>Total Operating Expenses</b>	<b>639,164</b>	<b>7,765,596</b>	<b>8,259,210</b>	<b>94%</b>	<b>9,207,423</b>	<b>84%</b>
<b>Net Operating Results Inc (Dec)</b>	<b>(179,801)</b>	<b>(925,762)</b>	<b>(1,239,226)</b>	<b>75%</b>	<b>(959,661)</b>	<b>96%</b>
<b>Non Operating</b>						
Transient, Lodging Tax	127,008	779,336	886,436	88%	1,858,351	42%
Government Support City of Portland	767,019	767,019	766,100	100%	756,907	101%
Non-Operating Revenue	6,369	55,594	68,583	81%	117,851	47%
Non-Operating Expense	-	2,500	2,777	90%	2,500	100%
	<b>900,396</b>	<b>1,599,449</b>	<b>1,718,342</b>	<b>93%</b>	<b>2,730,609</b>	<b>59%</b>
<b>Support and Risk Management</b>						
MERC Administration	79,001	869,013	1,005,535	86%	948,014	92%
Metro Support Services	58,135	639,485	669,130	96%	697,615	92%
Metro Risk Management	-	140,652	142,795	98%	140,652	100%
	<b>137,136</b>	<b>1,649,150</b>	<b>1,817,460</b>	<b>91%</b>	<b>1,786,281</b>	<b>92%</b>
<b>Net Increase (Decrease)</b>	<b>583,458</b>	<b>(975,463)</b>	<b>(1,338,344)</b>	<b>73%</b>	<b>(15,333)</b>	<b>6362%</b>
<b>Transfers</b>						
Transfers from	-	-	-	-	-	-
<b>Net Transfers</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Net Operations</b>	<b>583,458</b>	<b>(975,463)</b>	<b>(1,338,344)</b>	<b>73%</b>	<b>(15,333)</b>	<b>6362%</b>
<b>Capital</b>						
Capital Outlay Expense	36,560	509,423	248,182	205%	981,109	52%
Goods & Services Expense	-	-	-	-	-	-
Non-Operating Revenue	-	25,000	541,925	5%	468,301	5%
<b>Net Capital</b>	<b>(36,560)</b>	<b>(484,423)</b>	<b>293,743</b>	<b>-165%</b>	<b>(512,808)</b>	<b>94%</b>
<b>Fund Balance Inc (Dec)</b>	<b>546,898</b>	<b>(1,459,886)</b>	<b>(1,044,601)</b>	<b>140%</b>	<b>(528,141)</b>	<b>276%</b>
<b>Food and Beverage Gross Margin</b>	<b>160,913</b>	<b>2,857,922</b>	<b>3,178,325</b>		<b>2,736,248</b>	<b>104%</b>
<b>Food and Beverage Gross Margin %</b>	<b>-22.3%</b>	<b>11.0%</b>	<b>14.9%</b>		<b>13.4%</b>	
<b>Full Time Employees</b>					<b>46.4</b>	
<b>Taxes as percent of revenue</b>	<b>22%</b>	<b>10%</b>	<b>11%</b>		<b>18%</b>	
<b>Fund Balance</b>						
Beginning Fund Balance		9,016,013	9,045,395		9,016,013	
Fund Balance Inc (Dec)		(1,459,886)	(1,044,601)		(528,141)	
<b>Ending Fund Balance</b>		<b>7,556,127</b>	<b>8,000,794</b>		<b>8,487,872</b>	
Unrestricted Fund Balance					-	
Contingency					471,840	
Stabilization Reserve					174,500	
Contingency for Renewal & Replacement					-	
Designated for Renewal & Replacement					5,595,000	
Designated for Phase 3					-	
Contingency for HQH					-	
New Capital/Business Strategy Reserve					1,630,498	
Contingency for HQH (PERS Rsvr)					-	
Designated for PERS Reserve - Current					105,401	
Designated for PERS Reserve - Prior					510,633	
<b>Ending Fund Balance</b>					<b>8,487,872</b>	

**Metropolitan Exposition-Recreation Commission**  
**MERC Statement of Activity with Annual Budget**  
**MERC Administration**  
**May 2011**

	Current Month Actual May-11	Current Year to Date Actual May-11	Prior Year to Date Actual May-10	% of Prior Year	2010-11 Adopted Budget May-11	% of Annual Budget 92%
<b>Operating</b>						
Revenue	624	10,769	36,777	29%	33,500	32%
Personal Services	149,506	1,709,426	1,701,430	100%	1,958,151	87%
Goods & Services	20,291	266,843	364,516	73%	705,599	38%
<b>Net Operating Results Inc (Dec)</b>	<b>(169,172)</b>	<b>(1,965,500)</b>	<b>(2,029,170)</b>	<b>97%</b>	<b>(2,630,250)</b>	<b>75%</b>
<b>Non Operating</b>						
Non-Operating Revenue	385	6,265	40,922	15%	23,639	27%
Non-Operating Expense	-	-	-	-	-	-
	<b>385</b>	<b>6,265</b>	<b>40,922</b>	<b>15%</b>	<b>23,639</b>	<b>27%</b>
<b>Support and Risk Management</b>						
MERC Administration	225,718	2,482,893	2,793,152	89%	2,708,611	92%
	<b>225,718</b>	<b>2,482,893</b>	<b>2,793,152</b>	<b>89%</b>	<b>2,708,611</b>	<b>92%</b>
<b>Net Increase (Decrease)</b>	<b>56,930</b>	<b>523,659</b>	<b>804,905</b>	<b>65%</b>	<b>102,000</b>	<b>513%</b>
<b>Transfers</b>						
<b>Net Transfers</b>	-	-	-	-	-	-
<b>Net Operations</b>	<b>56,930</b>	<b>523,659</b>	<b>804,905</b>	<b>65%</b>	<b>102,000</b>	<b>513%</b>
<b>Capital</b>						
Capital Outlay Expense	-	-	101,794	0%	102,000	0%
Non-Operating Revenue	-	-	-	-	-	-
<b>Net Capital</b>	<b>-</b>	<b>-</b>	<b>(101,794)</b>	<b>0%</b>	<b>(102,000)</b>	<b>0%</b>
<b>Fund Balance Inc (Dec)</b>	<b>56,930</b>	<b>523,659</b>	<b>703,111</b>	<b>74%</b>	<b>-</b>	<b>-</b>
<b>Full Time Employees</b>					20.0	
Excise Tax	-	(329)	(1,062)		-	
<b>Fund Balance</b>						
Beginning Fund Balance		1,002,490	958,388		1,002,490	
Fund Balance Inc (Dec)		523,659	703,111		-	
<b>Ending Fund Balance</b>		<b>1,526,149</b>	<b>1,661,499</b>		<b>1,002,490</b>	
Unrestricted Fund Balance					-	
Contingency					125,000	
Stabilization Reserve					-	
Designated for Renewal & Replacement					697,857	
Contingency for HQH (PERS Rsvr - Prior)					-	
Designated for PERS Reserve - Current					42,142	
Designated for PERS Reserve - Prior					137,491	
<b>Ending Fund Balance</b>					<b>1,002,490</b>	

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# **MERC Commission Meeting**

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July 6, 2011  
12:30 pm

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4.0 - Venue Business  
Reports

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OCC Event Analysis Monthly Revenue Report May 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC MAY 2011 MISC NON-EVENT ACTIVITIES/BILLINGS	05/01/11	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$618	\$106	\$50,863	\$0	\$0	\$0	\$0	\$0	\$0	\$2,980	\$0	\$0	\$54,567
Hispanic Chamber Scholarship Awards Luncheon	05/03/11	340	Repeat	Lunch	Food & Beverage/Catering		12,400	1	0		\$0	\$10,656	\$0	\$27	\$0	\$5,468	\$0	\$0	\$0	\$0	\$0	\$0	\$1,645	\$17,796
Annual May Oregon Community Foundation Luncheon	05/04/11	930	Repeat	Lunch	Food & Beverage/Catering		26,458	1	0		\$0	\$38,770	\$0	\$0	\$240	\$14,138	\$135	\$0	\$0	\$0	\$705	\$0	\$1,823	\$55,811
Stanford University - Leading Matters	05/07/11	580	New	Dinner	Meeting	Regional	268,400	1	3		\$0	\$96,297	\$0	\$252	\$32	\$18,681	\$7,908	\$259	\$0	\$0	\$4,859	\$19,465	\$8,639	\$156,391
ESCO Corporation Meeting	05/05/11	90	New	Meeting/Seminar	Meeting		3,204	1	0		\$0	\$191	\$0	\$469	\$0	\$606	\$0	\$325	\$0	\$0	\$630	\$975	\$0	\$3,196
Stanford University Pre-Con -- In House	05/06/11	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$25	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$25
Move Productions	05/07/11	2,000	New	Competition	Miscellaneous/Other		101,490	2	1		\$0	\$330	\$343	\$0	\$0	\$12,564	\$805	\$0	\$0	\$0	\$500	\$8,500	\$3,488	\$26,529
Crafty Wonderland Super Colossal Spring Show 2011	05/07/11	4,610	New	Arts and Crafts	Consumer Public	Local	122,000	1	1		\$0	\$0	\$0	\$0	\$0	\$40	\$830	\$0	\$0	\$0	\$550	\$3,700	\$646	\$5,766
Oregon Law Institute - Mastering the Art of Persuading Trial Judges featuring David B. Markowitz	05/06/11	90	Repeat	Meeting/Seminar	Meeting		2,881	1	0		\$0	\$430	\$0	\$27	\$0	\$175	\$83	\$0	\$0	\$0	\$273	\$900	\$0	\$1,888
In-House: Association for Fire Ecology Planning Meeting, Lunch & Site Tour	05/06/11	10	In-house	Meeting/Seminar	Meeting	Local	1,228	1	0		\$0	\$132	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$132
Markowitz Lunch	05/06/11	27	New	Lunch	Food & Beverage/Catering		811	1	0		\$0	\$625	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$625
Z-Man Scholarship Foundation Annual Auction	05/07/11	354	New	Dinner	Food & Beverage/Catering	Local	18,900	1	0		\$0	\$23,349	\$0	\$0	\$382	\$3,950	\$270	\$0	\$0	\$0	\$0	\$0	\$889	\$28,840
2011 NW Youth Careers Expo	05/10/11	4,500	Repeat	Job Fair	Tradeshow	Local	197,432	1	1		\$0	\$4,457	\$260	\$189	\$0	\$513	\$11,751	\$142	\$0	\$0	\$910	\$9,500	\$920	\$28,642

OCC Event Analysis Monthly Revenue Report May 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Travel Portland Annual Awards Program 2011	05/10/11	425	Repeat	Breakfast	Food & Beverage/Catering	Local	35,586	1	1	TRUE	\$0	\$11,495	\$0	\$76	\$0	\$702	\$1,128	\$0	\$0	\$0	\$0	\$0	\$0	\$13,401
Travel Portland Visitor Industry Trade Show	05/10/11	500	Repeat	Trade Show	Tradeshow	Local	35,972	1	1	TRUE	\$0	\$135	\$0	\$0	\$0	\$50	\$1,717	\$0	\$0	\$0	\$950	\$4,850	\$161	\$7,863
Oregon Association of Minority Entrepreneurs 2011	05/10/11	2,370	Repeat	Trade Show	Tradeshow		124,424	2	0		\$0	\$21,052	\$0	\$0	\$25	\$4,121	\$1,698	\$0	\$0	\$0	\$1,135	\$3,350	\$1,319	\$32,700
American Industrial Hygiene Association - AIHce 2011	05/16/11	5,100	New	Annual Convention/Conference	Convention w/ Tradeshow	National	2,814,546	4	6	TRUE	\$0	\$119,663	\$690	\$0	\$0	\$20,740	\$61,146	\$28,121	\$12,392	\$0	\$24,299	\$113,550	\$29,844	\$410,446
Western Pension & Benefits Conference - Spring Seminar	05/11/11	120	Repeat	Annual Convention/Conference	Meeting		9,018	1	0		\$0	\$6,811	\$0	\$63	\$45	\$2,003	\$249	\$99	\$0	\$0	\$0	\$980	\$100	\$10,350
HBO Presents "How to Die in Oregon"	05/11/11	500	Repeat	Entertainment	Meeting	Local	12,600	1	0		\$0	\$5,229	\$0	\$0	\$0	\$10,546	\$579	\$0	\$0	\$0	\$215	\$2,500	\$4,095	\$23,164
Providence Positive Perspectives Foundation Cancer Luncheon	05/11/11	640	Repeat	Lunch	Food & Beverage/Catering	Local	34,200	1	0		\$0	\$31,919	\$0	\$35	\$120	\$12,337	\$0	\$0	\$0	\$0	\$278	\$1,200	\$6,075	\$51,964
AHICE Pre-Con - In House	05/12/11	20	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$29	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$65
SBA & SCORE Chapter 11 Awards Banquet	05/12/11	225	New	Dinner	Food & Beverage/Catering		12,600	1	0		\$0	\$14,382	\$0	\$0	\$30	\$3,339	\$0	\$0	\$0	\$0	\$0	\$0	\$1,075	\$18,826
PHRMA Strategic HR Management Conference	05/12/11	300	New	Annual Convention/Conference	Meeting	Local	12,600	1	0		\$0	\$19,910	\$0	\$0	\$240	\$1,330	\$341	\$198	\$0	\$0	\$675	\$1,750	\$100	\$24,544
Miller Nash LLP: 18th Annual Affordable Housing Conference	05/12/11	200	Repeat	Meeting/Seminar	Meeting		5,670	1	0		\$0	\$12,739	\$0	\$9	\$0	\$1,045	\$0	\$142	\$0	\$0	\$765	\$1,800	\$668	\$17,168
Loaves & Fishes Annual Luncheon	05/12/11	970	Repeat	Lunch	Food & Beverage/Catering		25,500	1	0		\$0	\$22,344	\$0	\$0	\$0	\$5,869	\$83	\$0	\$0	\$0	\$275	\$0	\$920	\$29,491
Oregon Law Institute - The Extended Economic Downturn/Advanced Bankruptcy	05/20/11	80	Repeat	Meeting/Seminar	Meeting		2,881	1	0		\$0	\$505	\$0	\$90	\$0	\$170	\$83	\$0	\$0	\$0	\$273	\$900	\$0	\$2,021

OCC Event Analysis Monthly Revenue Report May 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total	
Parkinson's Resources of Oregon Annual Gala	05/20/11	274	New	Auction	Food & Beverage/Catering		12,900	1	0		\$0	\$17,084	\$0	\$0	\$495	\$4,160	\$370	\$0	\$0	\$0	\$0	\$1,150	\$970	\$24,229	
Private Event for the Renate Lundberg Blue Diamond Organization (Independent Univera Associate)	05/20/11	100	New	Meeting/Seminar	Meeting	Local	14,100	3	0		\$0	\$185	\$0	\$0	\$0	\$1,030	\$238	\$0	\$0	\$0	\$0	\$3,450	\$0	\$4,903	
Los Temerarios - presented by Promociones Noe	05/20/11	2,825	Repeat	Dance	Consumer Public	Local	187,446	2	0		\$0	-\$15	\$0	\$0	\$2,320	\$0	\$3,771	\$0	\$0	\$588	\$1,605	\$4,000	\$1,057	\$13,327	
American Petroleum Institute - International Oil Spill Conference 2011	05/22/11	1,900	New	Annual Convention/Conference	Convention w/ Tradeshow	International	1,620,560	5	3	TRUE	\$0	\$298,021	\$0	\$0	\$1,026	\$114,602	\$28,635	\$12,509	\$9,218	\$0	\$27,474	\$74,900	\$35,873	\$602,259	
The Seminar Group - Fisheries and Hatcheries	05/20/11	35	Repeat	Meeting/Seminar	Meeting	State	1,818	1	0		\$0	\$329	\$0	\$0	\$0	\$125	\$83	\$365	\$0	\$0	\$149	\$570	\$0	\$1,621	
NW Natural Gas Luncheon	05/20/11	30	Repeat	Lunch	Food & Beverage/Catering	Local	1,875	1	0		\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$900
Pacific University College of Optometry Class of 2011 Graduation Banquet	05/20/11	465	New	Dinner	Food & Beverage/Catering	State	12,600	1	0		\$0	\$16,823	\$0	\$0	\$0	\$741	\$0	\$0	\$0	\$0	\$165	\$0	\$300	\$18,029	
Pioneer Pacific College Graduation	05/21/11	1,500	Repeat	Graduation	Meeting		18,900	1	0		\$0	\$0	\$0	\$0	\$28	\$320	\$83	\$0	\$0	\$0	\$165	\$5,250	\$112	\$5,958	
Letter Carriers Retiree Banquet	05/21/11	83	Repeat	Dinner	Food & Beverage/Catering		4,000	1	0		\$0	\$3,386	\$0	\$308	\$0	\$270	\$83	\$0	\$0	\$0	\$0	\$0	\$100	\$4,147	
Oregon League of Minority Voters Liberty and Hope Awards Dinner	05/21/11	200	Repeat	Dinner	Food & Beverage/Catering	State	4,700	1	0		\$0	\$7,000	\$0	\$0	\$0	\$636	\$92	\$0	\$0	\$0	\$180	\$0	\$200	\$8,108	
AMTC Auditions & Orientation	05/21/11	100	Repeat	Miscellaneous	Meeting		10,927	2	0		\$0	\$0	\$0	\$0	\$117	\$351	\$83	\$0	\$0	\$0	\$0	\$3,440	\$250	\$4,241	
NW Natural Annual Shareholder Meeting	05/26/11	150	New	Meeting/Seminar	Meeting	Local	16,374	1	1		\$0	\$543	\$0	\$287	\$0	\$5,800	\$107	\$0	\$0	\$0	\$990	\$3,500	\$688	\$11,915	
Travel Portland Board Meeting	05/25/11	32	Repeat	Meeting/Seminar	Meeting	Local	1,458	1	0	TRUE	\$0	\$168	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$72	\$0	\$0	\$240	
WebVisions 2011	05/26/11	980	Repeat	Lecture/Speaker Series	Tradeshow		115,071	2	1		\$0	\$2,390	\$0	\$0	\$90	\$3,678	\$3,989	\$5,153	\$0	\$0	\$275	\$8,330	\$464	\$24,369	

OCC Event Analysis Monthly Revenue Report May 2011

Event Name	Start Date	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Oregon Convention Center Break Rooms	05/25/11	1	In-house	Meeting/Seminar	In-house		6,714	3	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Daily Journal of Commerce 2011 TopProjects	05/26/11	450	Repeat	Reception	Food & Beverage/Catering		17,100	1	0		\$0	\$21,743	\$0	\$21	\$135	\$175	\$1,442	\$0	\$0	\$0	\$995	\$0	\$1,700	\$26,211
Leverage 4 Productions, Inc.	05/26/11	150	Repeat	Film/Photshoot	Miscellaneous/Other	Local	551,370	9	0		\$0	\$0	\$0	\$147	\$0	\$0	\$8,862	\$0	\$0	\$0	\$0	\$11,100	\$1,737	\$21,846
United Natural Foods, Inc. Western Trade Show	06/02/11	1,500	New	Annual Convention/Conference	Convention		434,521	2	2	TRUE	\$0	\$43,451	\$0	\$216	\$0	\$2,400	\$25,497	\$4,475	\$682	\$0	\$2,300	\$0	\$7,540	\$86,561
Senator Jeff Merkley Awards Luncheon	05/31/11	102	New	Lunch	Food & Beverage/Catering	Local	4,000	1	0		\$0	\$3,175	\$0	\$81	\$0	\$160	\$0	\$0	\$0	\$0	\$180	\$0	\$0	\$3,596
United Natural Foods Pre-Con -- In House	05/31/11	20	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$19	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$55
North America SP' 12 Go To Market Meeting	06/04/11	0	New	Annual Convention/Conference	Convention	National	302,628	3	5	TRUE	\$0	\$116,329	\$0	\$1,345	\$0	\$40,649	\$10,275	\$25,625	\$0	\$0	\$7,275	\$25,620	\$6,575	\$233,692
North America SP (Nike) PreCon -- In House	05/31/11	20	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$24	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$36	\$0	\$0	\$60
Totals		35,909					7,219,863														\$315,230		\$2,118,479	



OCC Event Analysis Revenue Report May 10 Historical Comparison

Event Name	Start Date	Forecast Attend	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
OCC MAY 2010 MISC NON-EVENT ACTIVITIES/BILLINGS	05/01/10	1	1	Accounting/Non-Event	Accounting/Non-event	Accounting/Non-Event		0	31	0		\$0	\$232	\$5,378	\$95,265	\$0	\$0	\$0	\$0	\$0	\$565	\$4,305	\$0	\$0	\$105,746
District 7 Toastmasters Spring Conference, Communication '10 - Oregon's #1 Communications Conference	05/01/10	500	320	New	Annual Convention/Conference	Meeting	Regional	28,209	1	1		\$0	\$9,984	\$0	\$0	\$15	\$2,835	\$632	\$0	\$0	\$0	\$1,215	\$2,400	\$96	\$17,177
SharePoint Training for OCC staff	05/03/10	15	15	In-house	Training	In-house	Local	3,684	8	0		\$0	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$126	\$0	\$0	\$218
Inhouse: Oregon National Guard Walk Thru	05/04/10	12	12	New	Miscellaneous	In-house	Local	0	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Hispanic Chamber Scholarship Awards Luncheon	05/04/10	330	381	Repeat	Lunch	Food & Beverage/Catering	Local	12,600	1	0		\$0	\$10,819	\$0	\$18	\$0	\$5,896	\$0	\$0	\$0	\$0	\$165	\$0	\$1,403	\$18,301
MERC Commission Meeting	05/05/10	45	45	In-house	Meeting/Seminar	In-house	Local	2,346	1	0		\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$450
InnoTech Conference & Expo 2010	05/05/10	1,400	1,500	Repeat	Exhibits	Tradeshaw	Local	99,880	2	0		\$0	\$16,815	\$3,587	\$0	\$0	\$3,390	\$6,938	\$2,666	\$266	\$0	\$1,065	\$6,480	\$1,043	\$42,250
Annual May Oregon Community Foundation Luncheon	05/05/10	800	975	Repeat	Lunch	Food & Beverage/Catering	State	26,458	1	0		\$0	\$28,054	\$0	\$0	\$150	\$12,196	\$129	\$0	\$0	\$0	\$165	\$0	\$1,733	\$42,427
Miller Nash LLP: 17th Annual Affordable Housing Conference	05/06/10	200	190	Repeat	Meeting/Seminar	Meeting	Local	10,584	1	0		\$0	\$10,579	\$0	\$8	\$0	\$1,863	\$0	\$142	\$0	\$0	\$726	\$2,115	\$695	\$16,127
Red Wagon Lunch	05/06/10	700	621	New	Lunch	Food & Beverage/Catering	Local	25,200	1	0		\$0	\$21,783	\$616	\$12	\$0	\$470	\$129	\$0	\$0	\$0	\$270	\$0	\$100	\$23,380
Portland Community College Annual Scholarship Banquet	05/06/10	450	381	New	Dinner	Food & Beverage/Catering	Local	12,400	1	0		\$0	\$16,516	\$752	\$0	\$0	\$4,135	\$0	\$0	\$0	\$0	\$165	\$0	\$629	\$22,197
Oregon Law Institute - The Economic Tsunami: Dealing with the Tidal Wave of Mortgage Foreclosures	05/07/10	130	100	Repeat	Meeting/Seminar	Meeting	State	6,562	1	0		\$0	\$720	\$0	\$32	\$0	\$190	\$79	\$0	\$0	\$0	\$351	\$720	\$0	\$2,092

OCC Event Analysis Revenue Report May 10 Historical Comparison

Event Name	Start Date	Forecast Attend	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Oregon Psychological Association Annual Conference	05/07/10	150	160	New	Annual Convention/Conference	Meeting	State	22,338	2	0		\$0	\$15,854	\$18	\$48	\$195	\$2,628	\$158	\$0	\$0	\$0	\$2,630	\$4,080	\$100	\$25,710
Sensitivity and Competence: Understanding Domestic Violence and the African American	05/07/10	200	100	New	Meeting/Seminar	Meeting	Local	8,900	1	0		\$0	\$3,409	\$0	\$0	\$0	\$1,180	\$0	\$0	\$0	\$0	\$642	\$0	\$0	\$5,231
Iyengar Yoga National Association of the United States Annual Conference	05/10/10	400	500	New	Annual Convention/Conference	Convention	National	96,462	7	0	TRUE	\$0	\$2,634	\$0	\$125	\$0	\$430	\$406	\$0	\$0	\$0	\$2,013	\$18,000	\$75	\$23,683
NW Youth Careers Expo	05/11/10	6,000	4,500	New	Job Fair	Tradeshow	Local	197,432	1	1		\$0	\$5,095	\$4,591	\$126	\$0	\$461	\$8,196	\$970	\$0	\$0	\$1,624	\$9,000	\$976	\$31,039
Turning Point/Simulcast Conference Portland	05/11/10	500	280	New	Meeting/Seminar	Meeting	Local	18,900	2	1		\$0	\$1,918	\$0	\$0	\$100	\$5,930	\$129	\$1,200	\$0	\$0	\$293	\$3,200	\$0	\$12,770
Loaves & Fishes Annual Luncheon	05/11/10	800	913	Repeat	Lunch	Food & Beverage/Catering	Local	25,500	1	0		\$0	\$22,686	\$0	\$0	\$0	\$5,679	\$0	\$0	\$0	\$0	\$275	\$0	\$880	\$29,520
State of Oregon Public Health Division: Social Distancing Law Project	05/12/10	60	50	New	Meeting/Seminar	Meeting	State	3,636	1	1		\$0	\$294	\$0	\$0	\$0	\$790	\$0	\$386	\$0	\$0	\$210	\$630	\$0	\$2,310
NW Natural Gas Planning Luncheon	05/11/10	30	25	Commercial	Lunch	Food & Beverage/Catering	Local	1,875	1	0		\$0	\$684	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$684
Chief's Counsel Meeting	05/11/10	20	20	In-house	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$155	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$155
GC Showcase	05/12/10	800	300	Repeat	Trade Show	Tradeshow	Local	16,400	1	0		\$0	\$20,033	\$6	\$0	\$185	\$0	\$1,946	\$259	\$0	\$0	\$165	\$3,200	\$1,090	\$26,884
Pella Pro Expo	05/12/10	400	300	New	Trade Show	Tradeshow	Regional	72,566	2	0		\$0	\$13,554	\$0	\$1,288	\$40	\$2,096	\$2,916	\$0	\$0	\$0	\$1,052	\$3,000	\$530	\$24,476
Project Management Training - RLI Program	05/12/10	25	25	Repeat	Meeting/Seminar	In-house	Local	1,010	1	0		\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$60
Western Pension & Benefits Conference - Spring Seminar	05/12/10	200	100	Repeat	Annual Convention/Conference	Meeting	State	8,395	1	0		\$0	\$7,721	\$0	\$0	\$60	\$1,025	\$474	\$600	\$0	\$0	\$6	\$1,075	\$100	\$11,061
Oregon Association of Minority Entrepreneurs 2010	05/12/10	2,000	2,500	Repeat	Trade Show	Tradeshow	State	124,424	2	0		\$0	\$21,802	\$0	\$0	\$0	\$3,404	\$1,482	\$0	\$124	\$0	\$1,096	\$3,175	\$808	\$31,890

OCC Event Analysis Revenue Report May 10 Historical Comparison

Event Name	Start Date	Forecast Attend	Actual Attend	Event Rank	Event Type	Event Class	Event Indicator	Occupied Sq Feet	Event Days	In/Out Days	Travel Portland	OCC Actual Adver	OCC Actual Catering	OCC Actual Concess	OCC Actual Parking	OCC Actual Eq Rental	OCC Actual AV Equip	OCC Actual Utilities	OCC Actual Phone	OCC Actual Booth Carpet Cln	OCC Actual Box Office	OCC Actual Misc	OCC Actual Rent	OCC Actual Labor	OCC Actual Total
Metro Multifamily Housing Association: 10th Annual ACE Awards Dinner	05/13/10	450	335	New	Dinner	Food & Beverage/Catering	Local	12,600	1	0		\$0	\$15,990	\$2,087	\$88	\$0	\$8,313	\$0	\$0	\$0	\$0	\$0	\$1,600	\$2,038	\$30,115
Oregon Chapter of the American Planning Association: 2010 Spring Conference	05/13/10	225	300	New	Annual Convention/Conference	Meeting	State	27,654	2	0		\$0	\$19,762	\$479	\$0	\$135	\$3,604	\$237	\$0	\$0	\$0	\$966	\$2,970	\$300	\$28,453
American Apparel Rummage Sale in Portland	05/14/10	3,000	12,614	New	Retail	Consumer Public	Local	125,832	2	2		\$0	\$511	\$4,042	\$0	\$224	\$1,650	\$158	\$100	\$0	\$0	\$569	\$3,750	\$0	\$11,005
Residential Exchange Program (REP) Mediation Session	05/13/10	65	75	New	Meeting/Seminar	Meeting	Local	19,216	2	0		\$0	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$2,720	\$0	\$3,420
AsiaFest 2010	05/15/10	1,500	1,230	Repeat	Community Event	Consumer Public	Local	91,377	1	1		\$0	\$550	\$0	\$0	\$0	\$0	\$796	\$0	\$0	\$42	\$275	\$3,550	\$1,341	\$6,555
Lunch for the Cure@	05/18/10	750	431	New	Lunch	Food & Beverage/Catering	Local	31,640	1	4		\$0	\$21,106	\$0	\$0	\$0	\$13,701	\$0	\$0	\$0	\$0	\$669	\$0	\$4,305	\$39,781
Oregon Law Institute - Medicine 101 for Trial Lawyers	05/14/10	150	65	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$504	\$0	\$48	\$0	\$90	\$79	\$0	\$0	\$0	\$195	\$840	\$0	\$1,756
Project Management Training - RLI Program	05/14/10	25	25	Repeat	Meeting/Seminar	In-house	Local	1,010	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Oregon National Guard Senior Enlisted Workshop	05/14/10	250	606	New	Meeting/Seminar	Meeting	State	99,060	3	0	TRUE	\$0	\$32,618	\$5,927	\$125	\$160	\$6,045	\$1,291	\$1,050	\$0	\$0	\$2,039	\$9,090	\$3,431	\$61,777
Letter Carriers Retiree Banquet	05/15/10	120	90	Repeat	Dinner	Food & Beverage/Catering	Local	4,000	1	0		\$0	\$4,406	\$285	\$330	\$0	\$265	\$79	\$0	\$0	\$0	\$0	\$0	\$100	\$5,465
Sheet Metal Workers Local 16 Awards Banquet	05/15/10	125	130	New	Dinner	Food & Beverage/Catering	Local	8,200	1	0		\$0	\$8,270	\$510	\$0	\$0	\$105	\$0	\$0	\$0	\$0	\$0	\$0	\$100	\$8,985
Magic Regional Qualifier	05/15/10	400	150	New	Competition	Consumer Public	Local	3,750	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,090	\$0	\$1,090
World Wide Group 2nd Look Meeting	05/18/10	800	400	Repeat	Meeting/Seminar	Meeting	Regional	12,600	1	0		\$0	\$130	\$0	\$0	\$0	\$390	\$79	\$0	\$0	\$0	\$165	\$3,200	\$0	\$3,964
Corporate Strategy Managers Meeting - BPA	05/18/10	5	5	New	Meeting/Seminar	Meeting	Local	0	1	0		\$0	\$0	\$0	\$0	\$60	\$0	\$0	\$0	\$0	\$0	\$0	\$175	\$0	\$235

OCC Event Analysis Revenue Report May 10 Historical Comparison

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OSCPA: Ethics for CPAs and CMAs in Business and Industry	05/19/10	60	88	New	Meeting/Seminar	Meeting	State	4,700	1	0		\$0	\$331	\$0	\$245	\$0	\$0	\$0	\$0	\$0	\$0	\$378	\$500	\$0	\$1,454
OSCPA: Ethics for CPAs - Independence, Confidentiality, Integrity, Objectivity & Fiduciary Duty - Understanding High Sensitivity Issues	05/19/10	40	90	New	Meeting/Seminar	Meeting	State	4,700	1	0		\$0	\$436	\$0	\$280	\$0	\$0	\$0	\$0	\$0	\$0	\$294	\$500	\$0	\$1,510
WebVisions 2010	05/20/10	500	750	Repeat	Lecture/Speaker Series	Tradeshaw	Regional	121,785	2	1		\$0	\$795	\$5,317	\$0	\$0	\$1,406	\$3,417	\$5,975	\$50	\$0	\$527	\$9,683	\$958	\$28,128
Daily Journal of Commerce 2010 TopProjects	05/20/10	500	525	New	Reception	Food & Beverage/Catering	Local	12,900	1	0		\$0	\$19,726	\$0	\$18	\$0	\$1,350	\$516	\$0	\$0	\$0	\$669	\$0	\$700	\$22,979
Accredited Buyers Representative (ABR)	05/20/10	100	65	New	Meeting/Seminar	Meeting	State	3,750	2	0		\$0	\$325	\$0	\$0	\$30	\$390	\$79	\$0	\$0	\$0	\$840	\$1,090	\$0	\$2,754
Residential Exchange Program (REP) Mediation Session	05/20/10	65	60	New	Meeting/Seminar	Meeting	Local	12,616	2	0		\$0	\$0	\$0	\$0	\$60	\$700	\$0	\$0	\$0	\$0	\$0	\$1,890	\$0	\$2,650
In-House: American Jail Assn Pre-Con	05/21/10	25	20	In-house	Meeting/Seminar	In-house	Local	1,520	1	0		\$0	\$57	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$50	\$0	\$0	\$108
Pacific University College of Optometry Class of 2010 Graduation Banquet	05/21/10	450	491	New	Dinner	Food & Beverage/Catering	State	12,600	1	0		\$0	\$16,416	\$2,077	\$0	\$0	\$1,015	\$0	\$0	\$0	\$0	\$165	\$0	\$300	\$19,973
Oregon Law Institute - Representing Vulnerable Adult Abuse Victims	05/21/10	100	75	Repeat	Meeting/Seminar	Meeting	State	2,881	1	0		\$0	\$514	\$0	\$80	\$0	\$160	\$79	\$0	\$0	\$0	\$156	\$840	\$0	\$1,829
American Jail Association - Annual Training & Jail Expo 2010	05/23/10	2,500	1,100	New	Annual Convention/Conference	Convention w/ Tradeshaw	National	668,891	4	2	TRUE	\$0	\$56,058	\$9,841	\$0	\$0	\$4,101	\$16,311	\$6,550	\$4,489	\$0	\$8,462	\$23,248	\$2,581	\$131,641
Ironworkers Local 29 Pin Party	05/22/10	600	492	Repeat	Dinner	Food & Beverage/Catering	Local	18,900	1	0		\$0	\$51,988	\$0	\$954	\$480	\$2,425	\$158	\$0	\$0	\$0	\$0	\$0	\$500	\$56,505

OCC Event Analysis Revenue Report May 10 Historical Comparison

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Z-Man Scholarship Foundation Annual Auction	05/22/10	450	319	New	Dinner	Food & Beverage/Catering	Local	13,100	1	0		\$0	\$20,859	\$278	\$0	\$302	\$3,748	\$258	\$0	\$0	\$0	\$0	\$0	\$970	\$26,414	
Los Inquietos del Norte	05/22/10	5,000	4,175	Repeat	Dance	Consumer Public	Local	191,340	2	0		\$0	\$331	\$26,129	\$0	\$3,025	\$649	\$2,899	\$0	\$0	\$800	\$2,560	\$4,000	\$2,330	\$42,722	
eStar, Portland Experience	05/25/10	250	95	New	Press Conference	Meeting	Local	351,361	1	3		\$0	\$14,081	\$0	\$280	\$225	\$4,555	\$2,882	\$99	\$0	\$0	\$1,117	\$10,650	\$2,770	\$36,659	
State of Oregon Health Policy & Research Meeting	05/25/10	130	140	New	Meeting/Seminar	Meeting	State	3,204	1	0		\$0	\$84	\$0	\$0	\$0	\$520	\$0	\$0	\$0	\$0	\$420	\$775	\$0	\$1,799	
The Leukemia & Lymphoma Society Oregon & SW Washington Chapter	05/26/10	65	84	New	Breakfast	Food & Beverage/Catering	Local	3,204	1	0		\$0	\$1,620	\$0	\$0	\$0	\$88	\$79	\$0	\$0	\$0	\$0	\$0	\$0	\$1,787	
NW Natural Annual Shareholder Meeting	05/27/10	200	150	New	Meeting/Seminar	Meeting	Local	13,603	1	1		\$0	\$2,714	\$0	\$324	\$0	\$5,980	\$113	\$0	\$0	\$0	\$0	\$2,610	\$638	\$12,379	
NAGVA Meeting	05/26/10	10	10	In-house	Accounting/Non-event	In-house	Local	0	1	0		\$0	\$6	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$34	\$0	\$0	\$40	
Project Management Training - RLI Program	05/26/10	25	25	Repeat	Meeting/Seminar	In-house	Local	1,010	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Oregon Law Institute - The Strategic Negotiator	05/27/10	100	90	Repeat	Meeting/Seminar	Meeting	State	2,712	1	0		\$0	\$637	\$0	\$8	\$30	\$90	\$79	\$0	\$0	\$0	\$195	\$790	\$0	\$1,829	
NAGVA 2010 National Volleyball Championships XXVIII	05/28/10	1,200	900	New	Sporting Event/Athletics	Convention	National	792,985	3	1	TRUE	\$0	\$10,075	\$26,329	\$0	\$4,780	\$130	\$583	\$0	\$0	\$0	\$1,888	\$42,150	\$2,749	\$88,684	
Aramark Meeting	05/27/10	50	40	In-house	Meeting/Seminar	In-house	Local	1,294	2	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Project Management Training - RLI Program	05/28/10	25	24	Repeat	Meeting/Seminar	In-house	Local	1,010	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Pioneer Pacific College Graduation	05/29/10	1,200	600	Repeat	Graduation	Meeting	Local	12,600	1	0		\$0	\$0	\$0	\$0	\$0	\$320	\$79	\$0	\$0	\$0	\$165	\$3,200	\$104	\$3,868	
ABC Weight Loss Show - Open Casting Call	05/29/10	500	75	New	Meeting/Seminar	Meeting	Local	1,772	1	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$250	\$228	\$478	
Totals			41,253					3,520,019																	\$188,236	\$1,204,625

## PCPA MONTHLY ANALYSIS

MAY 2011

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	5/4	AEG Live	Yanni	0	1	1,421	1,382	46%	\$88,850	\$6,701	\$15,855	\$5,089	\$1,271		\$28,916
	5/27 to 29	Broadway Across America	Riverdance	1	5	8,459	8,545	57%	\$374,823	\$16,750	\$19,563	\$29,908	\$1,996		\$68,217
ASCH	4/28 to 5/1	Oregon Symphony	Pops 4 A Night in Havana w/Tiempo Libre	2	2	4,249	4,114	74%	\$167,862	\$10,375	\$10,269	\$4,114	\$357		\$25,115
	5/6	World Affairs Council	Paul Volcker	0	1	1,531	1,604	58%	\$53,322	\$3,340	\$3,118	\$4,022	\$0		\$10,480
	5/2 to 5/8	Oregon Symphony	Classical 15 Music for a Time of War	5	2	3,291	3,377	61%	\$124,176	\$2,615	\$15,054	\$3,377	\$6	\$900	\$21,952
	5/14	Live Nation	Adam Corolla	0	1	1,598	1,554	56%	\$58,143	\$4,358	\$3,830	\$3,663	\$99		\$11,950
	5/15	Portland Youth Philharmonic	Spring Concert	0	1	1,155	1,134	41%	\$14,005	\$780	\$3,344	\$567	\$0		\$4,691
	5/13 to 17	White Bird	Monger	1	1	1,681	1,749	63%	\$49,769	\$3,243	\$8,573	\$3,419	\$0		\$15,235
	5/16 to 23	Oregon Symphony	Classical 16 Celebrating the Orchestra	5	3	5,547	5,233	63%	\$203,915	\$3,080	\$14,799	\$5,233	\$0	\$982	\$24,094
	5/26	ISEPP	George Lakoff	0	1	861	307	11%	\$11,626	\$3,340	\$2,456	\$1,559	\$150		\$7,505
5/27	Oregon Symphony	Tony Bennett	0	1	2,688	2,663	97%	\$250,410	\$11,812	\$7,583	\$14,173	\$257	\$338	\$34,163	
NEWMARK	5/3 to 7	Jefferson Dancers	Jefferson Dancers	2	6	3,110	4,590	87%	\$24,880	\$4,540	\$16,989	\$4,280	\$0	\$1,733	\$27,542
	5/8	Portland Piano International	Markus Groh	0	1	441	531	60%	\$17,794	\$1,135	\$1,748	\$1,269	\$68		\$4,220
	5/9 to 29	Oregon Children's Theatre	A Wrinkle in Time	4	19	10,649	11,843	71%	\$116,823	\$5,690	\$26,474	\$4,054	\$0		\$36,218
WINNINGSTAD	4/20 to 5/22	Oregon Children's Theatre	How I Became a Pirate	6	48	14,607	13,883	99%	\$139,142	\$4,875	\$12,189	\$4,479	\$0	\$465	\$22,008
	5/23	Portland Choirs	Make Your Own Kind of Music	0	1	146	148	51%	\$2,581	\$650	\$967	\$333	\$0		\$1,950
	5/24 to 26	The Northwest Academy	The Northwest Academy	1	2	331	281	48%	\$3,372	\$1,670	\$2,259	\$734	\$0	\$1,953	\$6,616
BRUNISH HALL	4/26 to 5-9	Portland Taiko	Ponta and the Big Drum	0	12	1,475	432	37%	\$3,806	\$0	\$2,176	\$1,265	\$0		\$3,441
	5/14	Church of Scientology	Private Fundraiser	0	1	169	0		\$0	\$545	\$446	\$0	\$0	\$0	\$991
A. HATFIELD HALL KELLER CAFÉ ARTBAR PCPA CATERING	5/9	PCPA Volunteers	Noontime Showcase	0	1	142	0		\$0	\$0	\$0	\$0	\$0		\$0 \$0 \$0 \$0
		<b>TOTALS</b>		<b>27</b>	<b>110</b>	<b>63,551</b>	<b>63,370</b>	<b>60%</b>	<b>\$1,705,299</b>	<b>\$85,499</b>	<b>\$167,692</b>	<b>\$91,538</b>	<b>\$4,204</b>	<b>\$6,371</b>	<b>\$355,304</b>

## PCPA MONTHLY ANALYSIS

MAY 2010

FACILITY NAME	DATE	PRESENTER	EVENT	LOAD-IN/ LOAD-OUT DARK DAYS	NO. OF PERF.	TOTAL ATTEND.	PAID ATTEND.	% SOLD	GROSS TICKET SALES	RENT	CHARGES & REIMBURSE.	USER'S FEE	SOUVEN.	GROSS FOOD & BEV.	GROSS REVENUE EARNED
KELLER	4/27 to 5/16	Portland Opera	Barber of Seville	16	4	8,798	8,863	74%	\$657,127	\$13,310	\$36,640	\$4,432	\$0	\$22,089	\$76,471
	5/23	Monqui Presents	Barenaked Ladies	0	1	2,171	2,183	75%	\$97,020	\$7,322	\$12,819	\$5,491	\$1,429	\$11,847	\$38,908
	5/24 to 30	Broadway Across America	Cirque Dreams	1	8	11,515	12,066	50%	\$522,208	\$26,020	\$30,211	\$39,215	\$692	\$23,726	\$119,864
ASCH	5/1	Portland Youth Philharmonic	Spring Concert	0	1	1,223	1,089	39%	\$14,087	\$780	\$3,447	\$545	\$0	\$1,358	\$6,130
	5/3	World Affairs Council	Dr. Mark Hixon	0	1	930	1,362	49%	\$43,089	\$3,340	\$2,871	\$2,773	\$0	\$704	\$9,688
	5/4 to 5	White Bird	Cedar Lake Contemporary	1	1	1,681	1,761	63%	\$50,940	\$2,780	\$15,856	\$3,634	\$0	\$2,370	\$24,640
	5/6	ISEPP	Dr. Susan Greenfield	0	1	756	304	11%	\$10,748	\$3,340	\$2,758	\$1,190	\$150	\$195	\$7,633
	5/7	Tix Productions Inc.	David Sedaris	0	1	2,664	2,756	100%	\$109,624	\$8,273	\$3,838	\$6,207	\$383	\$4,357	\$23,058
	5/3 to 10	Oregon Symphony Orchestra	Classical 15	3	3	4,929	4,816	58%	\$199,753	\$3,265	\$12,950	\$2,408	\$127	\$4,463	\$23,213
	5/11	Portland Arts & Lectures	Isabel Allende	0	1	2,333	2,196	79%	\$66,040	\$1,855	\$3,335	\$4,925	\$394	\$1,460	\$11,969
	5/10 to 17	Oregon Symphony Orchestra	Beethoven Festival	4	3	5,175	4,764	57%	\$198,096	\$3,080	\$13,530	\$2,382	\$110	\$6,152	\$25,254
5/17 to 24	Oregon Symphony Orchestra	Classical 16	3	3	4,250	4,216	51%	\$174,196	\$3,080	\$5,726	\$2,108	\$96	\$4,557	\$15,567	
NEWMARK	4/21 to 5/2	Oregon Ballet Theatre	Junk Duet	5	14	9,129	7,602	62%	\$317,707	\$4,280	\$30,023	\$3,807	\$0	\$8,362	\$46,472
	5/4 to 8	Jefferson Dancers	Annual Dance Recital	2	5	2,856	2,194	50%	\$35,854	\$4,540	\$17,113	\$4,632	\$0	\$1,977	\$28,262
	5/14	Outback Concerts	Ralphie May	0	1	631	634	72%	\$18,862	\$1,310	\$2,663	\$1,268	\$144	\$979	\$6,364
	5/16	Portland Piano International	Antonio Pompa-Baldi	0	1	602	623	71%	\$20,445	\$1,135	\$3,934	\$1,399	\$69	\$1,586	\$8,123
WINNINGSTAD	4/19 to 5/16	Oregon Children's Theatre	Small Steps	5	34	9,157	8,502	87%	\$68,979	\$3,755	\$10,020	\$2,459	\$0	\$1,616	\$17,850
A. HATFIELD HALL	5/17 to 21	Northwest Academy	Northwest Academy	3	3	469	572	96%	\$2,774	\$0	\$2,966	\$458	\$0	\$3,190	\$6,614
	5/24	Travel Portland	Meeting	0	1	45	0		\$0	\$0	\$0	\$0	\$0	\$340	\$340
	5/10	PCPA Noontime Showcase	Chinook Winds	0	1	60	0		\$0	\$0	\$0	\$0	\$0	\$0	\$0
KELLER CAFÉ ARTBAR PCPA CATERING													\$17,426 \$15,700 \$1,631	\$17,426 \$15,700 \$1,631	
<b>TOTALS</b>				<b>43</b>	<b>88</b>	<b>69,374</b>	<b>66,503</b>	<b>64%</b>	<b>\$2,607,549</b>	<b>\$91,465</b>	<b>\$210,700</b>	<b>\$89,333</b>	<b>\$3,594</b>	<b>\$136,085</b>	<b>\$531,177</b>

Expo Center Event Analysis

May 2011	Consumer	Trade	Misc.	Conv.	# of Events	Event Days	I/O Days	Use %	Attendance	Rental	Equipment	Concessions	West Delta Bar & Grill	Catering	Utilities	Parking	Total	
Children's Consignment Sale	29-1	1			1	3	3		3,143	8,625		516			570	11,740	21,451	
Performance Warehouse - 2011 Jobber Trade Show	30-1		1		1	2	3		1,200	8,990	150	21,785		750	3,848	5,608	41,131	
2011 CABA Classic	7-8	1			1	2	6		250	19,633	490	1,955		7,141	1,945	2,716	33,880	
2011 Northwest Pet & Companion Fair	7-8	1			1	2	2		1,584	2,475		1,646	1,242		564	7,486	13,413	
2011 Northwest Fire & Rescue Expo	13-14		1		1	2	2		971	10,751		931		51,383	3,054	7,613	73,732	
NW Ag Show Board Meeting	18			1	1	1			6					143			143	
Starpex Corp. Orientations	18			1	1	1			150	585							585	
Behind the Wheel Driver Training	19-20			1	1	2			14	1,460	35						1,495	
Rose City Gun and Knife Show	21-22	1			1	2	2		3,744	7,800	400	6,322			811	16,974	32,307	
		<b>4</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>17</b>	<b>18</b>	<b>16%</b>	<b>11,062</b>	<b>60,319</b>	<b>1,075</b>	<b>33,155</b>	<b>1,242</b>	<b>59,417</b>	<b>10,792</b>	<b>52,137</b>	<b>218,137</b>	
<b>FY 2010-11</b>																		
July		3		5	7	17	8	28%	16,513	118,034	1,737	91,719		9,347	7,473	85,089	313,399	
August		1		3	4	7	4	6%	7,214	28,005	500	22,606		4,113	942	28,634	84,800	
September		6	1	2	10	20	17	36%	23,889	111,341	1,330	49,704		2,067	14,297	93,937	272,676	
October		4	1	3	8	18	13	26%	27,975	117,013	1,848	85,233		26,417	29,769	139,856	400,136	
November		5		2	7	18	14	51%	43,655	112,420	500	53,956		3,391	19,674	151,875	341,816	
December		2		1	3	10	12	16%	35,738	84,150	4,953	128,843			11,158	153,155	382,259	
January		4		4	8	19	17	57%	32,440	236,170	8,853	141,821	28,224	74,526	20,825	179,817	690,236	
February		5		8	13	29	20	68%	73,130	221,010	3,021	383,451	30,064	21,742	41,130	292,167	992,585	
March		8		5	13	27	18	75%	63,333	190,760	3,621	173,293	20,623	18,813	30,955	235,764	673,829	
April		6		1	7	15	16	32%	46,821	142,750	869	236,756	14,451	1,547	6,687	79,219	482,279	
<b>May</b>		<b>4</b>	<b>2</b>	<b>3</b>	<b>9</b>	<b>17</b>	<b>18</b>	<b>16%</b>	<b>11,062</b>	<b>60,319</b>	<b>1,075</b>	<b>33,155</b>	<b>1,242</b>	<b>59,417</b>	<b>10,792</b>	<b>52,137</b>	<b>218,137</b>	
June																	0	
Total to Date		48	4	37	0	89	197	157	37%	381,770	1,421,972	28,307	1,400,537	94,604	221,380	193,702	1,491,650	4,852,152
<b>Month to Month Comparison</b>		<b>-1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>	<b>-2%</b>	<b>-1,007</b>	<b>-7,712</b>	<b>-2,078</b>	<b>5,264</b>	<b>1,242</b>	<b>-2,423</b>	<b>3,370</b>	<b>2,691</b>	<b>354</b>	
<b>Year to Date Comparison</b>		<b>-18</b>	<b>1</b>	<b>13</b>	<b>0</b>	<b>-4</b>	<b>-18</b>	<b>-24</b>	<b>-1%</b>	<b>-27,883</b>	<b>18,705</b>	<b>-4,486</b>	<b>-86,317</b>	<b>94,604</b>	<b>1,455</b>	<b>-9,159</b>	<b>46,251</b>	<b>61,053</b>
<b>FY 2009-10</b>																		
July		3			3	10	7	27%	17,662	88,958	1,375	100,895		5,000	9,689	87,906	293,823	
August		4		1	5	10	8	12%	10,179	27,600	1,483	32,861		2,080	33,667	97,691		
September		10		4	14	31	27	41%	30,039	136,994	3,106	81,530		5,349	29,648	134,313	390,940	
October		5		5	11	24	18	32%	26,720	92,242	2,836	110,235		11,489	28,257	110,805	355,864	
November		8			8	26	22	58%	69,085	142,143	1,903	65,784		1,058	18,552	184,705	414,145	
December		2			2	6	5	16%	33,814	77,410	1,625	127,317			10,655	137,326	354,333	
January		5	1	6	12	24	18	55%	32,102	240,275	11,015	171,711		79,833	22,365	161,829	687,028	
February		6		3	9	22	22	62%	81,063	203,208	2,730	408,157		17,190	37,639	305,241	974,165	
March		9		1	10	25	18	53%	47,929	161,608	2,261	121,293		14,978	26,209	167,759	494,108	
April		9	1	1	10	20	22	50%	48,991	164,798	1,306	239,180		23,188	10,345	72,402	511,219	
<b>May</b>		<b>5</b>	<b>1</b>	<b>3</b>	<b>9</b>	<b>17</b>	<b>14</b>	<b>18%</b>	<b>12,069</b>	<b>68,031</b>	<b>3,153</b>	<b>27,891</b>		<b>61,840</b>	<b>7,422</b>	<b>49,446</b>	<b>217,783</b>	
June		1		4	5	7	6	11%	10,963	26,126	4,300	30,157		3,436	2,020	34,509	100,548	
Total to Date		67	3	28	98	222	187	36%	420,616	1,429,393	37,093	1,517,011		223,361	204,881	1,479,908	4,891,647	



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# **MERC Commission Meeting**

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July 6, 2011  
12:30 pm

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6.0 - Consent Agenda

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**Metropolitan Exposition Recreation Commission  
Record of MERC Commission Actions**



May 17, 2011  
Brunish Hall, Portland Center for the Performing Arts

<b>Present:</b>	Elisa Dozono (Chair), Judie Hammerstad, Ray Leary , Chris Erickson, Terry Goldman, Cynthia Haruyama, Ex-Officio Rex Burkholder, Metro Councilor
<b>Absent:</b>	Ray Leary (excused), Karis Stoudamire-Phillips (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Dozono at Brunish Hall, Portland Center for the Performing Arts at 1:00 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER / EX OFFICIO COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Ex-officio Rex Burkholder noted there was no change from the last update related to the COO recruitment process. Chair Dozono requested that the MERC Commissioners receive a copy of the draft position description.</li> <li>• R. Burkholder reported that a draft resolution to implement tobacco-free policy at all Metro facilities will be considered by the Metro Council on May 19<sup>th</sup>. He indicated the proposal included a two year implementation period, as well as some immediate actions.</li> </ul>
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Teri Dresler general updates to the Commission.</li> </ul>
<b>3.1</b>	<b>March 2011 Financial Report</b>
<b>4.0</b>	<b>MERC VENUES' BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>• Chris Bailey, Jeff Blosser and Robyn Williams provided venues' business reports.</li> </ul>
<b>5.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>6.0</b>	<b>CONSENT AGENDA</b>
<b>6.1</b>	<b>Approval of Ethics Authorization for Travel Portland FAM June 2011 Events</b>
<b>6.2</b>	<b>April 6, 2011 MERC Commission Record of Actions</b>
<b>6.3</b>	<b>May 5, 2011 MERC Commission Record of Actions-Special Meeting</b> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Hammerstad and seconded by Commissioner Haruyama to approve the Consent Agenda.</li> </ul> <p><b>VOTING:</b> Aye: 5 (Dozono, Erickson, Goldman, Hammerstad, Haruyama ) Nay: 0 Motion Passed</p>
<b>7.0</b>	<b>ACTION AGENDA</b>
<b>7.1</b>	<b>Resolution 11-12 for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12</b> <ul style="list-style-type: none"> <li>• Cynthia Hill presented Resolution 11-12 and outlined the content of the amendments food and beverage revenue and expenses carry over capital funding and a request to, carry over and transfer funds to Metro</li> </ul>

7.2	<p>for renovation of office space in the Metro human resources department.</p> <ul style="list-style-type: none"> <li>• A motion was made and seconded to approve Resolution 11-12.</li> <li>• Chair Dozono commented that the \$50,000 transfer for office space remodel seemed exceptionally high and further, Dozono asked why the move to Metro office area was necessary.</li> <li>• T. Dresler responded that this office renovation was complicated by the type of area the department is located within the building. Dresler further noted that the long term plan is to move all the business office staff over to the Metro building as the Oregon Convention Center has future plans to develop the current MERC business office space into executive conference space.</li> <li>• Rex Burkholder asked if the Commissioners could receive a comparison summary of data for future savings vs. moving expense related to the discussed integration. T. Dresler will pursue that information.</li> <li>• It was the consensus of the Commission to table this resolution until additional cost/saving comparison data was available at a future meeting.</li> </ul> <p>• A motion was made by Chair Dozono and seconded by Commissioner Goldman to table Resolution 11-12 until the next regular MERC Commission meeting, June 1.</p> <p><b>VOTING:</b> Aye: 5 (Dozono, Erickson, Goldman, Hammerstad, Haruyama )  Nay: 0  Motion Passed</p> <p><b>Resolution 11-13 for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2010-11</b></p> <ul style="list-style-type: none"> <li>• Cynthia Hill presented Resolution 11-13.</li> <li>• A motion was made by Commissioner Goldman and seconded by Commissioner Hammerstad to approve Resolution 11-13 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 5 (Dozono, Erickson, Goldman, Hammerstad, Haruyama )  Nay: 0  Motion Passed</p>
<p>There being no further business to come before the Commission, the meeting was adjourned at 2:10 p.m.</p>	

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-13**

For the purpose of approving and transmitting to the Metro Council a budget amendment to the MERC Fund for fiscal year 2010-11

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and

WHEREAS, Metro Code 6.01.050(d) further provides that once the Commission's budget has been adopted by the Metro Council, any changes in the adopted appropriations must be ratified in advance by the Metro Council; and

WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2010-11 budgets for the MERC Fund; and

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2010 and ending June 30, 2011 for inclusion as part of the total Metro budget for this period and directs the Acting Metro COO to present this to the Metro Council for ratification

Passed by the Commission on May 17, 2011

  
\_\_\_\_\_  
Chair

Approved as to Form:  
Alison Kean-Campbell, Acting Metro  
Attorney

  
\_\_\_\_\_  
Secretary/Treasurer

By:   
\_\_\_\_\_  
Nathan A. Schwartz Sykes, Senior Attorney

**Metropolitan Exposition Recreation Commission  
Record of MERC Commission Actions**



June 1, 2011  
Oregon Convention Center, Meeting Room A107-108

<b>Present:</b>	Elisa Dozono (Chair), Ray Leary, Chris Erickson, and Cynthia Haruyama
<b>Absent:</b>	Karis Stoudamire-Phillips (excused), Judie Hammerstad (excused), Terry Goldman (excused), Ex-Officio Councilor Rex Burkholder (excused)
	A regular meeting of the Metropolitan Exposition Recreation Commission was called to order by Chair Dozono at Oregon Convention Center Meeting Room A107-108 at 12:30 p.m.
<b>1.0</b>	<b>QUORUM CONFIRMED</b> A quorum of Commissioners was present.
<b>2.0</b>	<b>COMMISSIONER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Commissioner Leary expressed his gratitude to Chair Dozono for her incredible work as Commission Chair for the past year.</li> <li>• Chair Dozono expressed her appreciation to Travel Portland for their assistance with the upcoming Oregon Asian Pacific American Bar Association - Western Regional Conference.</li> </ul>
<b>3.0</b>	<b>GENERAL MANAGER COMMUNICATIONS</b> <ul style="list-style-type: none"> <li>• Teri Dresler provided the following updates to the Commission: <ul style="list-style-type: none"> <li>- Discussed follow-up steps on discussion items at the Joint Work Session with Metro on May 17<sup>th</sup>.</li> <li>- COO recruitment will be officially posted this week for national recruitment.</li> <li>- Dresler had a great opportunity to meet with the PCPA Volunteer Council recently and plans to attend the PCPA Volunteer Recognition event later this month. She thanked volunteers for what they do.</li> <li>- Dresler reported on an initial meeting with Liaison Commissioners about the FOTA program related to a broader conversation about engaging the historical neighborhood and future of the FOTA program.</li> <li>- Reminder to RSVP for Travel Portland FAM events starting June 2.</li> </ul> </li> </ul>
<b>3.1</b>	<b>April 2011 Financial Report</b>
<b>4.0</b>	<b>MERC VENUES' BUSINESS REPORTS</b> <ul style="list-style-type: none"> <li>• Chris Bailey, Jeff Blosser and Robyn Williams provided business reports.</li> </ul>
<b>5.0</b>	<b>OPPORTUNITY FOR PUBLIC COMMENT ON NON-AGENDA ITEMS</b> <ul style="list-style-type: none"> <li>• None</li> </ul>
<b>6.0</b> <b>6.1</b>	<b>CONSENT AGENDA</b> <ul style="list-style-type: none"> <li>• Revised May 5, 2011 MERC Commission Record of Actions – Special Meeting</li> <li>• A motion was made by Commissioner Erickson and seconded by Commissioner Haruyama to approve the revised May 5, 2011 MERC Commission Record of Actions – Special Meeting.</li> </ul> <b>VOTING:</b> Aye: 4 (Dozono, Erickson, Leary, Hammerstad) Nay: 0 Motion Passed
<b>7.0</b>	<b>TRAVEL PORTLAND QUARTERLY REPORT</b> <ul style="list-style-type: none"> <li>• Jeff Miller presented the Travel Portland quarterly report. <ul style="list-style-type: none"> <li>- There was a lengthy discussion related to OCC rental rates and the convention group rebate program. It was pointed out that other cities have a sales tax and are able to offer convention</li> </ul> </li> </ul>

	<p>planners complimentary convention center space as those cities usually own the buildings and also receive the hotel/motel tax.</p> <ul style="list-style-type: none"> <li>- Chair Dozono requested a break-down of the information provided to Metro Council for their further understanding of the dynamics of the Oregon Convention Center and the need for a hotel.</li> </ul>
<b>8.0</b>	<p><b>DISCUSS CHANGES TO MERC PERSONNEL POLICIES</b></p> <ul style="list-style-type: none"> <li>• Joni Johnson presented a group of MERC personnel policy changes to the Commission using a matrix showing current policy and proposed changes. <ul style="list-style-type: none"> <li>- Chair Dozono inquired about the criminal background check and noted that it sounded to her as if the Metro Attorney's office was responsibility for the final hire decision. J. Johnson responded that she will seek language clarification but the intent is that the Metro Attorney's office reviews the criminal background information for hire suitability and the actual hiring decision is made by the hiring manager or director.</li> <li>- J. Johnson noted the intent was to present a resolution to the Commission at an upcoming meeting to approve this group of policy changes.</li> </ul> </li> </ul>
<b>9.0</b>	<p><b>ACTION AGENDA</b></p> <p><b>9.1 Resolution 11-14 for the purpose of electing MERC Commission Officers for fiscal year 2011-12</b> Chair Dozono presented Resolution 11-14.</p> <ul style="list-style-type: none"> <li>• A motion was made by Commissioner Leary and seconded by Commissioner Erickson to approve Resolution 11-14 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 4 (Dozono, Erickson, Leary, Hammerstad) Nay: 0 Motion Passed</p> <ul style="list-style-type: none"> <li>- Chair Dozono commented that the Commission is postponing any liaison assignments until Commissioner Hammerstad returns from her trip.</li> </ul> <p><b>9.2 Resolution 11-15 for the purpose of approving rental rates for the Oregon Convention Center.</b></p> <ul style="list-style-type: none"> <li>• Jeff Blosser presented Resolution 11-15.</li> </ul> <p>A motion was made by Commissioner Erickson and seconded by Commissioner Haruyama to approve Resolution 11-15 as presented.</p> <p><b>VOTING:</b> Aye: 4 (Dozono, Erickson, Leary, Hammerstad) Nay: 0 Motion Passed</p> <p><b>9.3 Resolution 11-16 for the purpose of approving a contract for Peer Group Security for the Portland Expo Center and the Portland Center for the Performing Arts.</b></p> <ul style="list-style-type: none"> <li>• Joe Durr presented Resolution 11-16. <ul style="list-style-type: none"> <li>- Chair Dozono complimented staff on receiving four MWESB bids (some within FOTA area). Dozono expressed her concern however, that staff selected a non-MWESB as the final contractor. She would like to table this resolution until the full Commission is available to discuss. Dozono asked if there are other ways to ensure increased opportunities for minority participation.</li> <li>- Commissioner Erickson inquired if there was any contractual issue if the vote was delayed today. J. Durr responded that the current contract expires June 30, 2011; however, it can be extended month to month.</li> <li>- Commissioner Haruyama inquired about the use of diversity points in the process. Nathan Sykes noted there is currently no MWESB or FOTA requirement for contracts over \$100,000 in the MERC purchasing policy.</li> <li>- Teri Dressler commented that this issue needs to be addressed in the policy and welcomes direction</li> </ul> </li> </ul>

<p>9.4</p>	<p>from the Commission.</p> <ul style="list-style-type: none"> <li>- Chair Dozono commented that she would like this resolution returned to the Commission in July to discuss further. She would like to have the breakdown of the criteria used for the selection process as a part of the Commission July meeting packet.</li> </ul> <p>A motion was made by Commissioner Dozono and seconded by Commissioner Leary to table Resolution 11-16 until additional information is provided at the next meeting.</p> <p><b>VOTING:</b> Aye: 4 (Dozono, Erickson, Leary, Hammerstad)  Nay: 0  Motion Passed</p> <p><b>Resolution 11-12 for the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12</b></p> <ul style="list-style-type: none"> <li>• Cynthia Hill presented Resolution 11-12. Hill reported to the Commission that at the May 17 Commission meeting this resolution was tabled due to Commissioners' concerns related to the \$50,000 renovation of office space in the Metro Human Resources area. Hill noted that the \$50,000 amendment had been removed from Resolution 11-12.</li> <li>• A motion was made by Commissioner Haruyama and seconded by Commissioner Erickson to approve Resolution 11-12 as presented.</li> </ul> <p><b>VOTING:</b> Aye: 4 (Dozono, Erickson, Leary, Hammerstad)  Nay: 0  Motion Passed</p>
	<p>As there was no further business to come before the Commission, the meeting was adjourned at 2:04 p.m.</p>

METROPOLITAN EXPOSITION RECREATION COMMISSION

Resolution No. 11-12

For the purpose of approving and transmitting to the Metro Council budget amendments to the MERC Fund for fiscal year 2011-12.

WHEREAS, Metro Code 6.01.050 provides that the Commission shall annually prepare and approve an annual budget which shall, to the maximum extent permitted by law, consist of one commission-wide series of appropriations; and


WHEREAS, the Commission previously approved and transmitted to the Metro Council the fiscal year 2011-12 budgets for the MERC Fund.

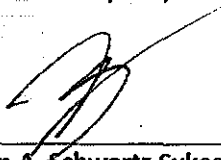
BE IT THEREFORE RESOLVED, that the Metropolitan Exposition Recreation Commission approves a budget amendment to the MERC Fund as described in the attached Staff Report and Exhibit A for the fiscal year beginning July 1, 2011 and ending June 30, 2012 for inclusion as part of the total Metro budget for this period and directs the Acting Metro COO to present this to the Metro Council for ratification.

Passed by the Commission on June 1, 2011.

  
Chair

Approved as to Form:  
Alison Kean-Campbell, Acting Metro Attorney

  
Secretary/Treasurer

By:   
Nathan A. Schwartz Sykes, Senior Attorney



METROPOLITAN EXPOSITION-RECREATION COMMISSION

Resolution No. 11-14

For the Purpose of Electing MERC Commission Officers for Fiscal Year 2011-12.

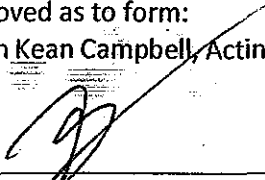
WHEREAS, at the June 1, 2011 regular meeting of the Metropolitan Exposition-Recreation Commission, the following Commissioners were nominated and elected as the Metropolitan Exposition-Recreation Commission officers for a one- year term, beginning July 1, 2011 and ending June 30, 2012:

Chair:	Judie Hammerstad
Vice Chair:	Elisa Dozono
Secretary-Treasurer:	Chris Erickson

BE IT THEREFORE RESOLVED that the above slate of officers of the Metropolitan Exposition-Recreation Commission be hereby confirmed.

Passed by the Commission on June 1, 2011.

Approved as to form:  
Alison Kean Campbell, Acting Metro Attorney

  
\_\_\_\_\_  
Nathan A. Schwartz Sykes, Senior Attorney

  
\_\_\_\_\_  
Chair

  
\_\_\_\_\_  
Secretary-Treasurer

Metropolitan Exposition Recreation Commission

Resolution No. 11-15

For the purpose of approving rental rates at the Oregon Convention Center for Fiscal Years 2013-14, 2014-15, 2015-16.

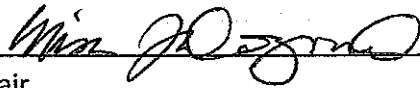
**WHEREAS**, the Commission sets facility rental rates for the MERC venues, and;

**WHEREAS**, the Oregon Convention Center seeks increased rental rates for fiscal years 2013-2016 for events scheduled after June 30, 2013, and;

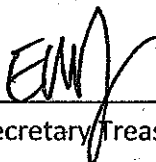
**WHEREAS**, the Oregon convention Center seeks to establish new rental rates for the OCC Plaza effective July 1, 2011 thru June 30, 2013.

**BE IT THEREFORE RESOLVED**, that the Metropolitan Exposition Recreation Commission approves the Oregon Convention Center's rental rates, per Attachment A, for fiscal years 2013-2014, 2014-2015, and 2015-2016.

Passed by the Commission on June 1, 2011.

  
Chair

Approved as to Form:  
Alison Kean Campbell,  
Acting Metro Attorney

  
Secretary/Treasurer

By:   
Nathan A. Schwartz Sykes, Senior Attorney



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# **MERC Commission Meeting**

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July 6, 2011  
12:30 pm

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7.0 - Action Agenda

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**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-16**

**For the purpose of selecting Starplex Corporation to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.**

**WHEREAS**, the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center seek continued provision of services and professional expertise in supplementing crowd management and in safely managing traffic at and around their facilities, and;

**WHEREAS**, the current agreement for non-uniform and traffic security services will expire on June 30, 2011, and;

**WHEREAS**, staff completed an extensive Request for Proposal process, and;

**WHEREAS**, staff received 6 qualified proposals), and staff reviewed the proposals, selecting Starplex Corporation as exhibiting requisite experience, training, and certifications in their proposal response, and;

**WHEREAS**, the continued provision of services to the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center is in the best interests of the Commission and its' facilities.

**BE IT THEREFORE RESOLVED that the Metropolitan Exposition Recreation Commission:**

1. Selects Starplex Corporation to provide non-uniformed and traffic security services at the Portland Center for the Performing Arts and the Portland Metropolitan Exposition Center.
2. Approves the award of a contract in a form substantially similar to the attached Exhibit A to Starplex Corporation for a term of three years with the option to extend the contract for two additional one year terms and delegates authority to the General Manager to execute the contract on behalf of the Commission.

Passed by the Commission on July 6, 2011.

Approved as to Form:  
Alison Kean Campbell, Acting Metro Attorney

\_\_\_\_\_  
Chair

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes  
Senior Attorney

\_\_\_\_\_  
Secretary-Treasurer

## MERC Staff Report

**Agenda Item/Issue:** Approving selection of Starplex Corporation, and authorizing General Manager to execute contract between MERC and Starplex Corporation, to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.

**Resolution No. 11-16**

**Date:** July 6, 2011

**Presented by:** Joe Durr

**Background:** Portland Center for the Performing Arts (PCPA) and the Portland Metropolitan Exposition Center (Expo) seek continued use of a non-exclusive provider of non-uniform security for supplemental crowd and traffic management. As stipulated in License Agreements, PCPA and Expo retain the right to order and oversee sufficient types and numbers of personnel necessary to provide for safe and enjoyable events. This includes personnel to manage attendees, promoters, exhibitors and talent through efficient and safe crowd and traffic management, with emphasis on public safety and optimum customer service.

In April 2011, MERC and Metro staff prepared and distributed a Request for Proposal (RFP) in accordance with MERC's Purchasing and Contracting Rules as well as Metro Policy and any and all state (ORS) requirements. In addition to public postings in media, notices were sent to 14 former or interested providers. Of those directly contacted, 12 companies were MWESB vendors and 4 FOTA vendors (3 of which are also MWESB certified).

Staff received six qualified proposals (4 of which are MWESB certified and 1 in FOTA area). In compliance with the RFP criteria including experience, training and certifications, diversity, cost, and sustainable business practices, staff reviewed and scored the responses. Staff determined that the selection of Starplex Corporation to provide the required services is in the best interests of MERC and its facilities. Starplex Corporation is not a MWESB certified or FOTA area vendor.

The Public Contract term is 3 years with two, one-year renewal options.

**Fiscal Impact:** Non-uniform security services revenue and expenses are budgeted and approved by the Commission annually. The majority of expenses are reimbursed by MERC Licensees. For example, in fiscal year 2012, based on anticipated hours and proposed rates, of combined service expense of \$98,500, \$83,000 will be billed to Licensees.

**Recommendation:** Staff recommends that the Metropolitan Exposition Recreation Commission, by Resolution No. 11-16, approve the selection of Starplex Corporation as the most responsive proposer for non-uniform security services, and authorize the General Manager to execute a contract between MERC and Starplex Corporation to provide non-uniform and traffic security services for the Portland Center for the Performing Arts and Portland Metropolitan Exposition Center.



# Standard Public Contract

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**Expo and PCPA Security Services**

CONTRACT NO. \_\_\_\_\_

## PUBLIC CONTRACT

THIS Contract is entered into between Metropolitan Exposition-Recreation Commission ("MERC"), whose address is 777 NE Martin Luther King, Jr., Blvd., Portland, Oregon 97232-2742, and Starplex Corporation, whose address is 11300 SW Bull Mountain Road, Tigard, OR 97223, hereinafter referred to as the "CONTRACTOR."

THE PARTIES AGREE AS FOLLOWS:

### ARTICLE I SCOPE OF WORK

CONTRACTOR shall perform the work and/or deliver to MERC the goods described in the Scope of Work attached hereto as Attachment A. All services and goods shall be of good quality and, otherwise, in accordance with the Scope of Work.

### ARTICLE II TERM OF CONTRACT

The term of this Contract shall be for the period commencing July 1, 2011 through and including June 30, 2014. MERC shall have the option to renew this contract for two additional one year periods at its sole discretion.

### ARTICLE III CONTRACT SUM AND TERMS OF PAYMENT

MERC shall compensate the CONTRACTOR for work performed and/or goods supplied as described in the Scope of Work. MERC shall not be responsible for payment of any materials, expenses or costs other than those which are specifically included in the Scope of Work.

### ARTICLE IV LIABILITY AND INDEMNITY

CONTRACTOR is an independent contractor and assumes full responsibility for the content of its work and performance of CONTRACTOR'S labor, and assumes full responsibility for all liability for bodily injury or physical damage to person or property arising out of or related to this Contract, and shall indemnify, defend and hold harmless MERC, Metro, the City of Portland and their agents and employees, from any and all claims, demands, damages, actions, losses, and expenses, including attorney's fees, arising out of or in any way connected with its performance of this Contract. CONTRACTOR is solely responsible for paying CONTRACTOR'S subcontractors and nothing contained herein shall create or be construed to create any contractual relationship between any subcontractor(s) and MERC.

### ARTICLE V TERMINATION

MERC may terminate this Contract upon giving CONTRACTOR seven (7) days written notice. In the event of termination, CONTRACTOR shall be entitled to payment for work performed to the date of termination. MERC shall not be liable for indirect, consequential damages or any other damages. Termination by MERC will not waive any claim or remedies it may have against CONTRACTOR.

## ARTICLE VI INSURANCE

CONTRACTOR shall purchase and maintain at CONTRACTOR'S expense, the following types of insurance covering the CONTRACTOR, its employees and agents.

A. Broad form commercial general liability insurance covering personal injury, property damage, and bodily injury with automatic coverage for premises and operation and product liability shall be a minimum of \$1,000,000 per occurrence. The policy must be endorsed with contractual liability coverage. **MERC, Metro, the City of Portland and their elected and appointed officials, departments, employees and agents shall be named as an ADDITIONAL INSURED.**

B. Automobile bodily injury and property damage liability insurance. Insurance coverage shall be a minimum of \$1,000,000 per occurrence. **MERC, Metro, the City of Portland and their elected and appointed officials, departments, employees, and agents shall be named as an ADDITIONAL INSURED.** Notice of any material change or policy cancellation shall be provided to MERC thirty (30) days prior to the change.

This insurance as well as all workers' compensation coverage for compliance with ORS 656.017 must cover CONTRACTOR'S operations under this Contract, whether such operations be by CONTRACTOR or by any subcontractor or anyone directly or indirectly employed by either of them.

CONTRACTOR shall provide MERC with a certificate of insurance complying with this article and naming MERC as an additional insured within fifteen (15) days of execution of this Contract or twenty-four (24) hours before services under this Contract commence, whichever date is earlier.

## ARTICLE VII PUBLIC CONTRACTS

All applicable provisions of ORS chapters 187 and 279A & B, and all other terms and conditions necessary to be inserted into public contracts in the State of Oregon, are hereby incorporated as if such provision were a part of this Contract. Specifically, it is a condition of this contract that Contractor and all employers working under this Contract are subject employers that will comply with ORS 656.017 as required by 1989 Oregon Laws, Chapter 684.

For public work subject to ORS 279C.800 to 279C.870, the Contractor shall pay prevailing wages and shall pay an administrative fee to the Bureau of Labor and Industries pursuant to the administrative rules established by the Commissioner of Labor and Industries. Contractors must promptly pay, as due, all persons supplying to such contractor labor or material used in this contract. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment to a person furnishing labor or materials in connection with the public contract for a public improvement within 30 days after receipt of payment from the public contracting agency or a contractor, the contractor or first-tier subcontractor shall owe the person the amount due plus shall pay interest in accordance with ORS 279C.515. If the contractor or first-tier subcontractor fails, neglects, or refuses to make payment, to a person furnishing labor or materials in connection with the public contract, the person may file a complaint with the Construction Contractors Board, unless payment is subject to a good faith dispute as defined in ORS 279C.580. Contractor must pay any and all contributions and amounts due to the Industrial Accident Fund from contractor or subcontractor and incurred in the performance of the contract. No liens or claims are permitted to be filed against MERC on account of any labor or material furnished. Contractors are required to pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.

Contractor shall meet the MERC bond requirement of a \$10,000 Performance Bond for the entire contract period.

For public improvement work all contractors must demonstrate that an employee drug-testing program is in place.

## ARTICLE VIII QUALITY OF GOODS AND SERVICES

Unless otherwise specified, all materials shall be new and both workmanship and materials shall be of the highest quality. All workers and subcontractors shall be skilled in their trades. CONTRACTOR guarantees all work against defects in



material or workmanship for a period of one (1) year from the date of acceptance or final payment by MERC, whichever is later. All guarantees and warranties of goods furnished to CONTRACTOR or subcontractors by any manufacturer or supplier shall be deemed to run to the benefit of MERC.

#### ARTICLE IX OWNERSHIP OF DOCUMENTS

Unless otherwise provided herein, all documents, instruments and media of any nature produced by Contractor pursuant to this Contract are Work Products and are the property of MERC, including but not limited to: drawings, specifications, reports, scientific or theoretical modeling, electronic media, computer software created or altered specifically for the purpose of completing the Scope of Work, works of art and photographs. Unless otherwise provided herein, upon MERC request, Contractor shall promptly provide MERC with an electronic version of all Work Products that have been produced or recorded in electronic media. MERC and Contractor agree that all work Products are works made for hire and Contractor hereby conveys, transfers, and grants to MERC all rights of reproduction and the copyright to all such Work Products.

#### ARTICLE X SUBCONTRACTORS

CONTRACTOR shall contact MERC prior to negotiating any subcontracts and CONTRACTOR shall obtain approval from MERC before entering into any subcontracts for the performance of any of the services and/or supply of any of the goods covered by this Contract.

MERC reserves the right to reasonably reject any subcontractor or supplier and no increase in the CONTRACTOR'S compensation shall result thereby. All subcontracts related to this Contract shall include the terms and conditions of this Contract. CONTRACTOR shall be fully responsible for all of its subcontractors as provided in Article IV.

#### ARTICLE XI RIGHT TO WITHHOLD PAYMENTS

MERC shall have the right to withhold from payments due CONTRACTOR such sums as necessary, in MERC's sole opinion, to protect MERC against any loss, damage or claim which may result from CONTRACTOR'S performance or failure to perform under this Contract or the failure of CONTRACTOR to make proper payment to any suppliers or subcontractors.

If a liquidated damages provision is contained in the Scope of Work and if CONTRACTOR has, in MERC's opinion, violated that provision, MERC shall have the right to withhold from payments due CONTRACTOR such sums as shall satisfy that provision. All sums withheld by MERC under this Article shall become the property of MERC and CONTRACTOR shall have no right to such sums to the extent that CONTRACTOR has breached this Contract.

#### ARTICLE XII SAFETY

If services of any nature are to be performed pursuant to this Contract, CONTRACTOR shall take all necessary precautions for the safety of employees and others in the vicinity of the services being performed and shall comply with all applicable provisions of federal, state and local safety laws and building codes, including the acquisition of any required permits.

#### ARTICLE XIII INTEGRATION OF CONTRACT DOCUMENTS

All of the provisions of any procurement documents including, but not limited to, the Advertisement for Bids, Proposals or responses, General and Special Instructions to Bidders, Proposal, Scope of Work, and Specifications which were utilized in conjunction with the bidding of this Contract are hereby expressly incorporated by reference. Otherwise, this Contract represents the entire and integrated Contract between MERC and CONTRACTOR and supersedes all prior negotiations, representations or agreements, either written or oral. This Contract may be amended only by written instrument signed by both MERC and CONTRACTOR.

#### ARTICLE XIV JURISDICTION

This Contract was entered into in the State of Oregon. This Contract will be interpreted, construed, and enforced in accordance with the laws of the State of Oregon. Both parties agree that exclusive jurisdiction for any claim under this Contract will be in Circuit Court located in Multnomah County, Oregon.

ARTICLE XV  
SEVERABILITY

The parties agree that any provision of this Contract that is held to be illegal, invalid, or unenforceable under present or future laws shall be fully severable. The parties further agree that this Contract shall be construed and enforced as if the illegal, invalid, or unenforceable provision had never been a part of them and the remaining provisions of the Contract shall remain in full force and effect and shall not be affected by the illegal, invalid, or unenforceable provision or by its severance from this Contract. Furthermore, a provision as similar to the illegal, invalid, or unenforceable provision as is possible and legal, valid and enforceable shall be automatically added to this Contract in lieu of the illegal, invalid, or unenforceable provision. Any failure by MERC to enforce a provision of the Contract is not to be construed as a waiver by MERC of this right to do so.

ARTICLE XVI  
BINDING ON ASSIGNS AND SUCCESSORS

This Contract is binding upon the parties hereto and upon their heirs, administrators, representatives, executors, successors, and assigns, and will inure to the benefit of said parties and each of them and to their heirs, administrators, representatives, executors, successors and assigns.

ARTICLE XVII  
COMPLIANCE

CONTRACTOR shall comply with federal, state, and local laws, statutes, and ordinances related to the execution of the work. This requirement includes, but is not limited to any ARRA or other requirements associated with the grant funds used for this project, non-discrimination, safety and health, environmental protection, waste reduction and recycling, fire protection, permits, fees and similar subjects.

ARTICLE XVIII  
COUNTERPARTS

This Contract may be executed in counterparts or multiples, any one of which will have the full force of an original

ARTICLE XIX  
ASSIGNMENT

CONTRACTOR shall not assign any rights or obligations under or arising from this Contract without prior written consent from MERC.

**CONTRACTOR**

**METROPOLITAN EXPOSITION-RECREATION  
COMMISSION**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Teri Dresler

Title: \_\_\_\_\_

Title: General Manager, Visitor Venues

Date: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment A, Scope of Work

Contractor shall be capable of providing, simultaneously as requested by MERC, an adequate number of security personnel for either one or both facilities. The number of personnel, their posts and locations, and the hours and nature of duties will vary from time to time to meet MERC requirements. The services provided shall consist of all equipment, materials, and labor as necessary to perform non-uniform security services in accordance with the proposal documents. The Contractor shall be responsible for the direct supervision of all security personnel through its designated representatives at the MERC facilities where the services are provided. Security personnel may act as admissions personnel as required to fulfill event needs at PCPA and Expo.

### **GENERAL**

Contractor shall fill MERC's request for non-uniform security services on 24 hours notice. When assigning personnel to MERC facilities, Contractor shall assign competent and requested number of supervisors to be responsible for the direct supervision of all scheduled personnel. Supervisory personnel shall be responsive to the Facility Events Manager or designated representative's immediate needs and carry out appropriate assignments expediently. All personnel shall be briefed and at their assigned posts at the scheduled work time. A typed personnel sign-in sheet with the name of each working person and their assigned location shall be presented to the Facility Events Manager 24 hours prior to the scheduled events. This sheet shall be maintained at the designated entrance and all personnel must sign in and sign out with a designated MERC employee upon entering or exiting the facility. The sign-in sheet shall be the property of MERC and shall be used as the sole source to indicate hours expended by the Contractor.

Contractor's employees, representatives, and agents shall at all times comply with MERC rules, regulations, and order for operation of MERC facilities. Contractor shall discharge any person employed by Contractor in the performance of this Agreement upon written notice from the MERC General Manager or her designee that such person is not acceptable to the MERC Management. Contractor's duties of defense and indemnification, set forth below, shall extend to any actions, remarks, or claims brought by or on behalf of any persons discharged pursuant to this paragraph.

The Contractor shall not allow any of its employees to carry any type of weapon, including, but not limited to: firearm; nightstick; baton; or any type of slugging device or weapon, including chemical agents. A flashlight, no longer than a 3-cell, is the only service device permitted by MERC.

The Contractor shall provide at the Contractor's expense, instant display (i.e. digital) cameras or devices with which the Contractor shall take photos of all persons trespassed by the Contractor's personnel. Each such photo must show all persons involved in the incident, including Contractor's personnel.

The Contractor shall be alert to specific needs for court case development arising from activities within MERC facilities. All Contractor personnel are expected to familiarize themselves with the general layout of all PCPA and Expo facilities (ingress and egress, fire exits, seating section, restrooms, concessions, first aid, offices, etc.).

The Contractor shall provide two-way portable radios, flashlights, parking cones, traffic barrels, traffic vests, flags, signage and other traffic management (e.g. public street or lane closure) equipment for use by non-uniform security personnel in accordance with State certification for traffic management. MERC will not be responsible to provide equipment for contractor to perform duties.

The Contractor shall provide for each and every person in his/her employ an identification badge containing the following information:

- Employee name
- Contractor Company name
- Photo of employee

The Contractor must comply with all Federal and State Equal Opportunity Employer Laws and must adhere to these laws at all times while under contract with MERC. Contractor shall be certified by the City of Portland as an Equal Employment Opportunity Affirmative Action Employer. No parking privileges are associated with this agreement.

## **UNIFORM**

For easy identification, all personnel employed by the Contractor shall be clothed in a manner approved by MERC, i.e., matching uniforms, tee-shirts, blazers, etc., while on duty at the MERC facilities. Uniforms are to be provided by Contractor. MERC shall reserve the right to provide uniforms of its own choosing for utilization by the Contractor's personnel.

## **TRAINING**

At the discretion of MERC, Contractor shall provide assurance that Contractor's employees are trained in the following:

- Crowd psychology, management and control techniques
- Customer service techniques
- Public relations
- Limited force ejection techniques
- Laws of arrest
- Familiarization with each named MERC facility
- MERC Rules and Regulations
- MERC Emergency Procedures
- Use of fire extinguishers
- Legal complaint procedures
- Court appearance and testimony
- Civil liability (Contractor & MERC)
- Visual inspection techniques
- Report writing
- CPR
- Bus parking and coordination
- Current proof of flagger training or certification card recognized by the Oregon Department of Transportation
- Urban traffic management technique
- Oregon Liquor Control Commission training for alcohol management, monitoring
- Sexual harassment

Contractor's contingent of on-site employees will include the appropriate ratio of individuals who possess a current Department of Public Safety Standard and Training (DPSST) certificate stating that the individual is certified to perform security duties in the State of Oregon. Same employees must have participated in a background check as part of that certification process.

## **JOB DESCRIPTION / RESPONSIBILITIES**

Non-uniform security personnel may be required to perform the following (not all-inclusive) functions at all named MERC facilities:

1. Conduct a pre-entry inspection of all patrons when required to do so by the MERC.

The pre-entry inspection may consist of visually examining every patron and their possessions for the below listed items prohibited on MERC premises:

- Cans
- Bottles
- Alcoholic beverages
- Illicit drugs
- Fireworks
- Weapons of any type
- and / or other items identified by MERC

Any patron carrying a prohibited item shall be required to dispose of the item prior to entry subject to specific facility guidelines. Patrons not wishing to comply with the visual inspection requirement shall be refused entry into the facility.

2. Direct patrons to take the prohibited items not allowed by event promoters (e.g. cameras, recording devices, etc.) off site. At no time will valuable items be taken or stored by non-uniform security personnel. All questions are to be directed to the Event Manager/House Manager on duty.

3. Enforce all MERC rules and regulations and City ordinances including, but not limited to, those dealing with aisles, fire lanes, and smoking.
4. Assist facilities personnel with crowd ingress/egress.
5. Act as ushers, gate attendants, and/or elevator operators as appropriate to fulfill admissions staffing requirements.
6. Assist all patrons with any problems or direct them to the proper authority.
7. Secure all fire exits from unauthorized entry.
8. Act to prevent vandalism to the building and its equipment
9. Evict any person refusing to comply with MERC rules and regulations or City ordinances. If necessary, effect and arrest of any person violating state or local statute/ordinance.
10. Use only limited physical force in performing their duties and then only when absolutely required.
11. At no time use foul or obscene language towards a patron, employee, or tenant of MERC.
12. Personal appearance shall be professional and personal hygiene shall be neat, clean and unobtrusive. Jewelry must be kept to a minimum and no dangling earrings are permitted. Hair must be trimmed and combed/brushed in place (long hair should be tied back) and all equipment kept in serviceable condition.
13. Cooperate fully with MERC personnel and local law enforcement officials.
14. Prepare and submit to MERC on-site representative a written report on any incident when requested and/or to justify all arrests and be prepared to justify all evictions made in and around MERC facilities and truthfully testify in a court of law in regard to that arrest and/or eviction.
15. When requested, take a photograph of person(s) trespassed from or arrested on MERC premises.
16. Provide traffic control and bus parking coordination on city streets as specifically requested by MERC personnel.
17. Provide alcohol monitoring with valid, current permit from the Oregon Liquor Control Commission.

### **QUALIFICATIONS / EXPERIENCE**

Contractor shall:

- Assign competent local manager with direct management experience in peer-group and traffic security services or comparable security services.
- Be fully competent and be able to provide the necessary personnel directly supervised by proposer and properly equipped and trained to perform the duties required by MERC for non-uniform security including peer-group and traffic security. (For example, specific event labor forces of 45-50, with some exceeding 80 persons, are common at rock concerts.)
- Effectively train adequate numbers of people for these types of services.
- Ensure reliable access to 24 Hours/7 Days a Week answering service to ensure access to contractor for 24 Hours/7 Days a Week emergency, or "last minute", staffing needs by MERC.

### **CONTRACT ADMINISTRATION**

MERC's contract manager shall be Joe Durr. Contractor's point of contact shall be Randy Scott.

### **MERC First Opportunity Target Area**

Consistent with Oregon law, policies adopted by MERC pursue a policy of providing first opportunity for available jobs to economically disadvantage residents living in economically distressed neighborhoods in the vicinity of the Oregon Convention Center. Contractor must also cooperate, to the maximum extent possible, with the local job training and economic development agencies to identify, solicit, assist, and, if necessary, train such persons to qualify for and receive employment with proposers. Also, Contractor must document and report to MERC every six months on the implementation of these requirements.

The First Opportunity Area Boundaries are:

North Boundary:	Columbia Boulevard
East Boundary:	42nd Avenue
South Boundary:	Banfield / 1-84 Freeway

Northwest Boundary: Chautauqua Avenue to Willamette Boulevard to include:  
Columbia Villa by designation (Portsmouth & Willis) Willamette River and Greeley  
Avenue to Albina Community. (Map of First Opportunity Area available upon  
request.)

### **FEE SCHEDULE AND PAYMENT PROCEDURE**

\$14.75 per straight time-per-hour, per-person for **peer-group** security

\$14.75 per straight time-per-hour, per-person for **traffic** security

\$15.75 per straight time-per-hour, per-person for **supervisor** services

Contractor shall submit invoices for its services to MERC within 48 hours of each event for which the Contractor provides services under this Agreement, except when event settlements are conducted on-site, in which case the invoices are required at the time of service. If an invoice is not received by MERC within 48 hours (or the day of the event, in the case of on-site settlements), MERC shall not pay more than the documented final request. The invoices shall identify each employee who worked the event and the actual hours each employee worked. In the event the invoice and the sign-in sheet are in conflict, the sign-in sheet shall control. Payment shall be made by MERC on a Net 30 day basis upon approval of Contractor invoice.

At its sole discretion, MERC may increase these rates each extension year at a rate not exceeding the Portland Metropolitan CPI.

### **COMPLIANCE WITH ORS 181.870**

Contractor shall certify that it complies with ORS 181.870, Regulations of Private Security Service Providers, as per Attachment B. Contractor shall immediately notify MERC if there are any changes to its status with regard to this requirement.

Attachment B, Compliance with ORS 181.870

Contractor certifies that his/her company and its security personnel assigned to MERC facilities will comply with the requirements of ORS 181.870, "Regulations of Private Security Service Providers" as terms and conditions under the contract awarded by MERC. Contractor agrees to notify MERC immediately if it or any of its employees are determined to be in non-compliance and promptly take corrective action to comply with the regulations and terms of MERC's contract requirements. Failure to meet the requirements of ORS 181.870 will be considered a breach of contract and may result in the termination of contract without notice.

**Dated:** \_\_\_\_\_

**By:** \_\_\_\_\_

**(Authorized Agent)**

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**METROPOLITAN EXPOSITION RECREATION COMMISSION**

**Resolution No. 11-18**

**For the purpose of adopting changes to the MERC Personnel Policies.**

**WHEREAS**, the Metropolitan Exposition Recreation Commission (MERC) is authorized to adopt personnel policies pursuant to Metro Code Sections 2.02.010 (b) and 6.01.040(a); and

**WHEREAS**, MERC periodically updates the MERC Personnel Policies (the Personnel Policies) in accordance with both legal requirements and agency wide policies.

**THEREFORE BE IT RESOLVED:**

That the Metropolitan Exposition Recreation Commission adopts the changes to the Personnel Policies in a form substantially similar to the attached Exhibit A.

Passed by the Commission on July 6, 2011.

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Secretary-Treasurer

Approved As To Form:  
Alison Kean Campbell, Acting Metro Attorney

By: \_\_\_\_\_  
Nathan A. Schwartz Sykes, Senior Attorney



## BATCH #1 POLICY MATRIX

Following is a list of policies that Metro Human Resources has created or recently updated. These proposed policies supersede those found in the Metro Employee Handbook (EO #88) and the MERC Personnel Policies Handbook (8/1/07).

Policy	Existing MERC Policy	Existing Metro Policy	Legal Requirement	Policy Summary	Fiscal Impact	Business Impact
Criminal History Check	No	No	No	<ul style="list-style-type: none"> <li>Adds a background check for finalists to all new positions or internal promotions/transfers</li> <li>Identifies positions for internal and promotional recruitments that are safety sensitive, have fiduciary responsibility (cash handling or access to funds and fund transfers) or direct unsupervised access to children where background checks will be required</li> </ul>	<ul style="list-style-type: none"> <li>Cost of checking backgrounds is minimal since only finalists for jobs receive screening</li> </ul>	<ul style="list-style-type: none"> <li>Better scrutiny of candidates minimizes risk of negligent hiring</li> </ul>
Discrimination and Harassment	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Outlines procedures for reporting and investigating incidents of harassment and/or discrimination</li> </ul>	<ul style="list-style-type: none"> <li>Limits liability/risk</li> </ul>	<ul style="list-style-type: none"> <li>Provides clear language on Metro values</li> </ul>
Equal Opportunity Employment	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Updates language, outlines guidelines</li> </ul>	<ul style="list-style-type: none"> <li>Limits liability/risk</li> </ul>	<ul style="list-style-type: none"> <li>Provides clear language to public on Metro's commitment to equal opportunity</li> </ul>
Family Medical Leave	<ul style="list-style-type: none"> <li>Tracking is 12 month look back</li> <li>Requires employees to use leave accruals when on leave</li> </ul>	<ul style="list-style-type: none"> <li>Tracking is 12 month look forward</li> <li>Does not require employee to use leave accruals on paid leave</li> </ul>	Yes	<ul style="list-style-type: none"> <li>Updates language to include mandated Military Caregiver Leave, Qualifying Exigency Leave, Spousal Leave for Military Families, Domestic Violence Leave</li> <li>Updates MERC/Metro to a single leave tracking to meet BOLI requirement employers adopt a single leave tracking year –provides 60 day transition that gives best option for employees</li> <li>Updated policy requires employees to use leave accruals when taking qualified leave</li> <li>Clarifies procedure for notifying, using and tracks leave notification</li> </ul>	<ul style="list-style-type: none"> <li>Additional software module activated to centralize tracking</li> </ul>	<ul style="list-style-type: none"> <li>Ensures employee leave rights are transparent</li> <li>Provides consistent practices throughout agency</li> </ul>

Immigration and Control Act (I-9)	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Changes mandated by Department of Homeland Security includes language for compliance, receipt and retention of I-9 and related documents</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
Nursing Mothers Accommodation	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Outlines State and Federal Guidelines providing locations for expression of milk</li> <li>Updates language on timekeeping</li> <li>Clarifies Metro's obligation to ensure appropriate locations at all facilities</li> </ul>	<ul style="list-style-type: none"> <li>None unless facilities need remodeling additions to be in compliance</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>
Sales Incentive Plan	No	No	No	<ul style="list-style-type: none"> <li>Provides annual incentive goals that are approved through the budget process for sales teams</li> <li>Participants receive bonuses in lieu of salary increase except under specific circumstances</li> <li>Outlines structure of plan and responsibilities for monitoring/auditing success of goals</li> <li>Plan will be offered at OCC FY 11-12 and then evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Within the guidelines in approved FY 11-12 budget</li> <li>Potential for revenue vs. expense is within acceptable range</li> </ul>	<ul style="list-style-type: none"> <li>Aligns sales teams with industry practices</li> <li>Gives management immediate feedback on programs at both group / individual level</li> <li>Allows management to target current "need" periods with specific goals/incentives to increase bookings and utilize facilities on an expanded basis</li> </ul>
Temporary and Seasonal Employees	No	No	No	<ul style="list-style-type: none"> <li>Outlines guidelines and procedures for hiring and managing temporary and seasonal workers</li> </ul>	<ul style="list-style-type: none"> <li>Helps manage unemployment costs/ PERS contributions</li> </ul>	<ul style="list-style-type: none"> <li>MERC does not use many temp/seasonal workers so most of the impact is at Metro</li> </ul>
Training and Education Policy	Yes	Yes	In some cases for certification/ compliance	<ul style="list-style-type: none"> <li>Formalizes current practice</li> <li>Differentiates between training/education</li> <li>Explains procedures for requesting training and tuition reimbursement</li> </ul>	<ul style="list-style-type: none"> <li>Provides better accountability for fiscal resources</li> </ul>	<ul style="list-style-type: none"> <li>Better training of workforce provides opportunities for career advancement/retention</li> <li>Stronger, more competitive organization</li> </ul>
Veteran's Preference	Yes	Yes	Yes	<ul style="list-style-type: none"> <li>Outlines guidelines for Veteran's preference during the recruitment and selection process</li> <li>Removes redundant language regarding minimum</li> </ul>	<ul style="list-style-type: none"> <li>No</li> </ul>	<ul style="list-style-type: none"> <li>Gives better direction during hiring process so managers meet legal</li> </ul>

				qualifications <ul style="list-style-type: none"><li>• Insures compliance with state law</li></ul>		requirements
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## MERC STAFF REPORT

**Agenda Item/Issue:** For the purpose of adopting changes to the MERC Personnel Policies.

**Resolution No.** 11-18

**Presented by:** Mary Rowe, Metro HR Director

**Date:** July 6, 2011

### **Background and Analysis:**

The MERC Commission last approved a venues policy handbook in August 2007. Since that time, there are new laws, additional regulations, and a need to update the information. Under a directive from the Metro Chief Operating Officer, a review of both the MERC policy handbook and the Metro handbook EO #88 was done to determine where there is policy overlap, best practices language, and the most urgently needed changes. The goal is to provide all Metro employees with one set of personnel policies and procedures that will serve as the primary set of practices for non-represented staff and for represented employees where contract language is silent. Human Resources staff in consultation with department managers, the Office of Metro Attorney, and the Metro Senior Leadership Team has developed these policies.

The new policies will have a rolling implementation; with groups of policies, approved, distributed and implemented in batches. This departure from the past method of adopting an entire policy handbook allows management to respond promptly and efficiently to changing workplace conditions. It also meets Metro's sustainability goals since most employees will be able to access the information on-line. Printed copies will be available for those employees without internet access.

### **RESOLUTION:**

Attached is a spreadsheet (Exhibit A) that shows the first group of policies submitted for MERC Commission approval.

### **LONG RANGE FISCAL IMPACT:**

There is no fiscal impact associated with implementation of these policies.

### **RECOMMENDATION:**

Staff recommends approval of Resolution 11-18.